## Project Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Acronym</td>
<td>BBW</td>
</tr>
<tr>
<td>Project Title</td>
<td>BBW – Empowering Communities to enhance protection, security of women at risk of violence and inclusion in governance and decision making.</td>
</tr>
<tr>
<td>Start Date</td>
<td>01 July 2019</td>
</tr>
<tr>
<td>End Date</td>
<td>30 June 2024</td>
</tr>
<tr>
<td>Lead Institution</td>
<td>The Eliezah Foundation Initiative Uganda</td>
</tr>
<tr>
<td>Project Directors</td>
<td>Nansamba Janet and Titus Busonga</td>
</tr>
</tbody>
</table>
| Contact details              | Rehemah Nabbanja  
Executive Officer  
Plot 254 Absolom Kalule Rd  
Eliezah Foundation Block 3  
Kannyange Kagoma  
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24660 Kampala Uganda  
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Email: eliezahfoundation@gmail.com |
| Partner Institutions         | none                                                                                                                                    |
| Project Web URL              | www.efiug.org/crc/bbw.html                                                                                                                |
| Programme Name (and number) | Building Bridges (091-1-201804-112-1)                                                                                                       |
| Programme Manager           | Anne Kyalwazi                                                                                                                            |

## Document Name

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Document Title</td>
<td>Project Plan</td>
</tr>
<tr>
<td>Author(s) &amp; project role</td>
<td>Titus Busonga, Project Director</td>
</tr>
<tr>
<td>Date</td>
<td>13/03/18</td>
</tr>
<tr>
<td>Filename</td>
<td>BBWProjectPlan2018-1.doc</td>
</tr>
<tr>
<td>Access</td>
<td>⊗ Project and EFI internal General dissemination</td>
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## Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Comments</th>
</tr>
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<tr>
<td>0.1</td>
<td>05/02/18</td>
<td>Draft project plan submitted to EFI</td>
</tr>
<tr>
<td>1.0</td>
<td>13/03/18</td>
<td>Final draft of project plan</td>
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BBW Project Plan

Overview of Project

1. Background
The Eliezah Foundation is recognized Nationwide as a community organisation that has fostered Women and child development since foundation in 2005. Over 50000 people have accessed EFI Services directly through the community activities implemented over the years under EFI Projects and programmes in over 32 Sub counties Countrywide. This is why projects like “Building Bridges For Women” should exist to help supplement community support services and to empower communities to be able to address issues that affect them. As we launch the Everyday Equality1 Strategy for 2018-2023, we must focus on projects that make it easier for women and girls to have the knowledge, skills and support they need to enable them live lives they choose. The good about the Everyday Equality strategy is that it gives women the opportunity to participate fully in all processes of both our organisation and the community and this helps in easing the implementation of the activities and also supports a cost friendly system of implementation. We must not forget that currently, Women in the home district of Eliezah Foundation are losing their lives to grisly murders that not even authorities are explaining considering the fact that some are raped before they are murdered. We must also not forget that culture plays a big role at both such incidents and generally in our society and nor should we forget that Women are on a receiving end of all the violence that comes with such challenges. As such EFI took to the communities to consult and develop a new strategy that will address all the issues we face and make our activities more participatory and more effective and EFI declared a major review of existing practice and the identification of new strategies and policies to continue to offer innovative, flexible, and accessible ways for our communities to fight GBV, HIV while it empowers Women and Girls.

A central part of the solution to this review has been identified as the review of existing programmes and development of new ones against considerations of defined viability criteria, including:

- Strategic fit to mission and vision2 (mandatory);
- Quality and rigour (mandatory); and
- Financial viability (desirable).

Allowing participatory activities together with the implementation of innovative empowerment projects that improve on the standards of Women in our communities, not forgetting the constant chain of feedback from community, all have been recognized as major focus of this review.

EFI, Under the department of Community Services has been at the forefront of using participatory learning and community implementation methods for bringing services to different communities across Uganda. However, while there are extremely positive results realized by the department, mainstream uptake has been limited and there are considerable opportunities yet to be explored. It is now recognized that additional investment (revenue) is required to meet the current challenges to the continued delivery of GBV Services of the highest quality.

EFI is aware of its potential as much as we are aware of the good work we have done, however to improve on this work we need to reach out to funding agencies to support activities of GBV and Women empowerment. The work we have done with partner agencies including the ones in Bunyoro kingdom3 will provide proper guidance for BBW.

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1 [https://www.efiug.org/strategy.html](https://www.efiug.org/strategy.html)
3 Vision: Identify, advocate and subsequently assist Women and girls by providing them with a link to resources, Gender Equality Services, equal Opportunity, psychological, economical and physical support.
4 Dissemination of the National Action Plan for Girls, Women, Gender equality and HIV (refer to documents/reports)
Building Bridges for women is an empowerment/capacity building project that is aiming at bringing together Active Community Women and monarchy with an aim of creating a communicative string within community women groups to enhance protection, security of women at risk of violence and inclusion in governance and or decision making. EFI Women Groups will play a big role in the implementation of BBW Project because it is their project, they gave us what they needed done and we are enabling it take course. The String will help in improving emergency support, personal safety and security and community participation in the elimination of Domestic/ Gender based Violence in our communities through provision of training in nonviolent family protection strategies, development and protection skills for community rehabilitators with in groups and identifying safe hubs. The project will also support Women Economic Skills Development that will improve on household income especially for HIV affected Families in our community.

Through the project focus on women and Girls, BBW will also encourage male participation and improve on ideas that will encourage men and boys to participate in the elimination of GBV. Male Participation will range from Peer support, Education, and community strategic support. They will participate in trainings to earn the knowledge and skills to share and they will work as change agents under the EFIMen wing.

While the project does not focus on Departmental needs, there should be concentration on technical costs that EFI has not included in administrative budgets. This will place the applicability of the project’s work more in the mainstream of Community provision than ever before.

2. Aims and Objectives
The BBW project aims to Creating a network of Community Members that will ensure protection, security of women at risk of violence and inclusion in governance and or decision making to enable the Department of Community Services to respond better to the challenges faced by Community in the Field Of Gender and HIV:

- Building capacity of 700 Women, Men, Boys And girls, Cultural Leader, Community Leaders, Special Interest Groups Members and Village Health teams on Gender, gender Equality, Violence Against women and HIV.
- Developing new, or repurposing existing activities to support EFI under the Department in the delivery of its new strategic plan and provide additional revenue streams as it seeks to maintain its position as a nationally and internationally-recognised centre for women and child development services.
- Supporting the Department’s ability to deliver result oriented services to women and girls through the use of new tools and functionality to augment the services currently offered to the entire community.

Our specific objectives are to:

- Identify interventions that communities can apply to end Violence Against women through engaging them in planning and implementation processes.
- Implement those interventions that best meet the criteria of impact, achievability, desirability to communities and add value to the Department.
- Develop Community interventions toolkits, and dissemination techniques that maximise uptake and ensure that the interventions are embedded and sustained.
- Establish approaches to track and report on project activities and measure their success.
- Share the outputs of the project with the wider Community, other stakeholders and beyond.

3. Overall Approach
The key to the success of the BBW project will be the identification and successful implementation of Communal GBV Elimination Strategies and support interventions, which act as solutions to the GBV issues affecting our Communities, and the subsequent generation of activities to allow the large-scale implementation of the these interventions across the Organisation. Thus the Activities will be derived through the triangulation of:
• Practice – Understanding how things work now and might be improved, identifying institutional constraints and opportunities. Once developed, continuous reviewing of implementation in practice.

• Research – Investigating models and examples of effective practice both within the Organisation and Community and more widely, assessing their applicability, continuous evaluation of the project’s work more broadly and engaging with the wider community as the project progresses.

• Community requirements – Reviewing current knowledge of all Community stakeholders. Eliciting broader engagement through initial surveys followed by Action groups using techniques such as appreciative inquiry to extrapolate and clarify Activities for implementation and maintaining Community dialogue for evaluation.

In real terms the project will progress in four overlapping phases, which can loosely be characterised as:

1. Scoping
2. Iterative development, implementation and evaluation
3. Dissemination
4. Evaluation and embedding

**Phase 1:** The initial scoping stage has been designed to provide the project with a solid foundation both in research and project management terms, it includes the project set up, review and research and developing Activities work packages (see Appendix B for more details of all workpackages) that will facilitate a result oriented impact. Starting with the identification of cross-cutting themes in the areas of Community project design, Community administration and an online Data portal English and Luganda for the Department, the project has identified an initial set of possible sub-themes for investigation, though a review of the activities, examination of existing implementation practices, interviews with key staff in the Department and identification of implementation opportunities. The sub-themes represent a broad array of undertakings not all of which can be achieved within the remit of the project. As such these will then be refined through a set of consultation exercises with relevant stakeholders, likely to include Community Action groups and workshops to identify those models that are most appropriate for our context, achievable by the project, and most likely to have the impact desired.

This phase will also establish the baseline of current activity in the Department on which the project builds. This will contain a mixture of qualitative and quantitative data to provide both an overview of current activity and more detailed metrics on those areas to be most affected by the project interventions. This will be crucial in measuring change and judging the impact of the project as a whole.

**Phase 2:** After the scoping phase, the project will move into a longer iterative development, implementation and evaluation cycle, represented by the workpackages: pilot Community-based models; develop administration solutions; update and extend models; implement models and elements of the evaluation workpackage. To focus our activities, early interventions will be taken in the context of two or three programmes which will act as focus areas for our implementation.

These are likely to be through the PS#3 in the Standards manual, and the CPI Techniques as well as in the Dialogues Systems.

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5 See especially reports and outcomes cited in Community Curriculum Briefing Paper
   https://www.efiug.org/crc/resources/ccbpaper
This will enable us to test our ideas in well-defined contexts and to engage the key staff (including community Action Groups leaders) on these programmes as champions for the project. In the first instance Administration will engage with at least 125 community personnel including cultural leaders in the monarchy system and the Action groups will reach several thousands.

It is clear already that the interventions and models pursued by the project will require a broad range of activities, which will involve varying levels of technical development, people management, content development, Activity design support etc. As a result, the models will be implemented on very different cycles and as such are likely to be most effectively managed as discrete subprojects, running throughout this phase. Nevertheless these subprojects will be managed carefully to exploit possible synergies and to ensure all will inform the wider evaluation and dissemination processes.

**Phase 3:** The dissemination phase will run from early in Phase 2 through to the end of the project and will disseminate project outputs both internally and externally, this phase will largely map onto the disseminate models and project reporting, community engagement and dissemination workpackages. With so much of the success of the project predicated on the successful communication and uptake of the activities generated by the project, effective dissemination of material and such activities is central to the project activities. With many of the interventions to be used with participants involving the dissemination of information, there will be a chance for the project team to model some of the approaches used in the project as a whole in their dissemination techniques. A good Example is that after phase two, the ideas and activities results will be shared with other stakeholders and encouraged for implementation in areas where EFI Is no operational but represented.

**Phase 4:** The evaluation and embedding phase of the project, maps onto the review and embed workpackage and much of the evaluation one. It will focus on the ensuring that the project outputs are robust and that they are taken up by the Community, and where appropriate, more widely within the Country.

**Critical success factors**

The following critical success factors have been identified in order to achieve the project’s objectives:

1. Implement most appropriate interventions
   Measures to be taken to achieve this:
   - Review achievability of interventions with appropriate staff
   - Assess desirability of interventions to stakeholders and Financial supporters
   - Define where intervention offers value to the Community
   - Once undertaken review against definition

2. Develop effective Activities, toolkits and dissemination techniques
   Measures to be taken to achieve this:
   - Work with early Former Victims and community Action group leaders to generate Activities, toolkits and dissemination techniques
   - Pilot and evaluate with wider community groups
   - Implement successful activities in EFI Communities

3. Establish approaches to track and report on project activities and measure their success
   Measures to be taken to achieve this:
   - Define baseline for existing activities
   - Collect data from implementation of Activities
   - Review innovations against baseline
4. Project Outputs
The project intends to identify and share those community interventions that can make a real difference to the lives of community Women and Girls who are faced with Violence. These interventions will be expressed in the form of transferable Activities (Knowledge, Experience, Skills, Legal advice/support, social services and others), designed to enable easy uptake by the All Community audience, both within the EFI Community and more widely beyond.

The deliverables for the project will be made available to the community through Community Action Hubs, Monarchy systems, Community Dialogues, Training Workshops, the Online Community Resource Center and will include:

- Activities that Enhance the Capacity of community members as ToTs and information that builds the Economic Skills Of Women and girls, likely to include Workshops/Trainings, Information tool kits, Dialogues, Psychological support sessions and supporting documentation
- An emergency Response Desk with two extra branches set to react to local cases
- A detailed plan and rationale for implementing the Workshops and training declarations
- An evaluation report, including information on issues explored, lessons learned and areas for further Improvement
- Availability Of information or tools developed during the project
- Guidance for others undertaking comparable innovations
- Reports for EFI and Donors, as required

The team will work with EFIBOD to ensure all outputs are made available through additional routes as appropriate. These are likely to include platforms to which we already contribute such as GBV Networks as well as other platforms identified during the project.

5. Project Outcomes
The anticipated project outcomes and their value to the community are:

- Identification and implementation of flexible and creative community systems to support Ending Violence Against Women and Girls
- Evidence of the impact of these Community Systems in practice with reference to the experiences of academics; senior managers; Community administrators and other EFI support staff (such as Community Representatives, Focal People and IT support staff); and Community Women and Girls.
- Guidance, support materials, tools and Strategies that will benefit other institutions supporting the End to violence Against Women
- Transferable strategies and processes to embed and disseminate the work of the project
- Practical feedback on Activities and ideas developed by EFI, where applicable
- Working with the support and synthesis project to disseminate knowledge gained and to inform concurrent and future Organisational initiatives
- The development of all outputs as open source, made available, free at the point of use, to the EFI community and beyond.

6. Stakeholder Analysis

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>Interest / stake</th>
<th>Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFI</td>
<td>Project commissioner</td>
<td>High</td>
</tr>
<tr>
<td>Project team</td>
<td>Implementing project</td>
<td>High</td>
</tr>
<tr>
<td>EFI Action Groups</td>
<td>Generators and users of the activities and other project outputs</td>
<td>High</td>
</tr>
<tr>
<td>Academics at Secondary Schools and other HE institutions</td>
<td>Potential users of the activities and other project outputs</td>
<td>low</td>
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7. Risk Analysis

<table>
<thead>
<tr>
<th>Risk</th>
<th>Probability (P: 1–5 from unlikely to likely)</th>
<th>Severity (S: 1–5 from unsevere to severe)</th>
<th>Score (PxS)</th>
<th>Action to prevent/manage risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unable to focus project</td>
<td>2</td>
<td>5</td>
<td>10</td>
<td>Centre investigation on areas/locations most likely to produce viable results</td>
</tr>
<tr>
<td>Scope creep</td>
<td>3</td>
<td>3</td>
<td>9</td>
<td>Experienced project team and project management mechanisms will ensure close monitoring</td>
</tr>
<tr>
<td>Unable to identify Activities</td>
<td>1</td>
<td>5</td>
<td>5</td>
<td>Project team is already aware of activities that may help the Community</td>
</tr>
<tr>
<td>Unable to communicate and disseminate Results</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>Through current development work and experience of the CAGs, the team is aware of issues and workable solutions</td>
</tr>
<tr>
<td>Unable to implement Activities</td>
<td>1</td>
<td>5</td>
<td>10</td>
<td>Project designed to minimize this likelihood and high level involvement from senior managers agreed</td>
</tr>
<tr>
<td>Unable to engage Community</td>
<td>1</td>
<td>3</td>
<td>6</td>
<td>EFI Communities Members are highly motivated adult learners. Activities will be embedded in established CAGs</td>
</tr>
<tr>
<td>Unable to engage other stakeholders</td>
<td>3</td>
<td>3</td>
<td>9</td>
<td>High-level participation in project agreed. Request for funding from reliable donors to engage stakeholders</td>
</tr>
<tr>
<td>Competing demands on staff time</td>
<td>2</td>
<td>5</td>
<td>10</td>
<td>Good project management and clearly delineated staff priorities</td>
</tr>
<tr>
<td>Unanticipated technical difficulties</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>Where possible adapt/use existing tools, build in sufficient support for users as recommended in standards</td>
</tr>
<tr>
<td>Unexpected IPR issues</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>Work closely with EFI IPR experts under the Department and the Board.</td>
</tr>
</tbody>
</table>
Unable to recruit Project assistants in timely manner | 3 | 3 | 9 | Built in lead time for recruitment, and if necessary buy out time from existing staff with suitable skills

8. Standards

This table lists the standards likely to be used or under consideration; however, it may change as the project progresses.

<table>
<thead>
<tr>
<th>Name of standard or specification</th>
<th>Version</th>
<th>Notes</th>
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<tbody>
<tr>
<td>EFI GBV Policy</td>
<td>3</td>
<td>The Protection of Women and Girls is paramount in these guidelines including the right to equal opportunity.</td>
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<tr>
<td>2015-IASC</td>
<td>2</td>
<td>Reducing risk, promoting resilience and aiding recovery</td>
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<tr>
<td>GBVIE. 2015 UNICEF</td>
<td>1</td>
<td>Minimum Standards for Prevention and Response to Gender-Based Violence in Emergencies</td>
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<tr>
<td>NAPWGGEHIV 2013</td>
<td>1</td>
<td>National Action Plan On Gender Equality and HIV</td>
</tr>
<tr>
<td>GBV-QA-tool WHO</td>
<td>1</td>
<td>This Gender-Based Violence (GBV) Quality Assurance Tool offers health care providers, facilities, and program planners a straightforward way to start, strengthen or expand post-GBV health services through the use of evidence-based standards</td>
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<tr>
<td>WHO 2007</td>
<td>1</td>
<td>WHO Ethical and safety recommendations for researching, documenting and monitoring sexual violence in emergencies</td>
</tr>
<tr>
<td>UNHCR Need to know guidance</td>
<td>1.*</td>
<td>WORKING WITH MEN AND BOY SURVIVORS OF SEXUAL AND GENDER-BASED VIOLENCE IN FORCED DISPLACEMENT</td>
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<tr>
<td>GPC Handbook 2010</td>
<td>1</td>
<td>Coordinating Gender-based Violence Interventions in Humanitarian Settings</td>
</tr>
<tr>
<td>IASC 2005</td>
<td>1.0</td>
<td>Focusing on Prevention of and Response to Sexual Violence in Emergencies</td>
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<tr>
<td>NGBVD, MoGLSD</td>
<td>As appropriate</td>
<td>Standard Operating Procedures</td>
</tr>
<tr>
<td>UNHCHR</td>
<td>2018</td>
<td>INTEGRATING A GENDER PERSPECTIVE INTO HUMAN RIGHTS INVESTIGATIONS.</td>
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</tbody>
</table>

9. Technical Development

As BBW touches many different aspects of the organisation’s operation, it will likely involve several different strategies and approaches for the different programmes. Some generic approaches likely to be used across several interventions include:
• **Standards validation** – Information will be continuously validated to the relevant standards using EFI Standards\(^6\) and GBV Platforms\(^7\) and National Statistics (If not too Old)

• **EFI Subsector Strategy** – the 2018 Version is designed to manage and protect all content, persons and HRDs. It also provides flexibility for changing requirements, and a convenient safety-net for Emergency Services, via an editing history and archive for all files. It also helps ensure all Project Managers are using up-to-date versions of the content and tools in organizational and Communal implementations as a safety measure.

Some projects may be better suited to a specific community with special cases Especially those that are legal. The Legal Officer of the Project Must be hired to Provide specialized Services as may be required under National Guidelines and Laws

• **Standards-aware tools** – Where standards-aware tools are available (e.g. This Plan, The Donors Agreements, HRP manual), they will be used to ensure compliance not ruling out other Standards Materials that are EFI certified.

While this may change over the duration of the project, the main technical developments for the project can currently be broken down into three sub-projects, split over two main areas:

1. **The Department’s Community Participatory Infrastructure (CPI)**
   a. The EFI Domestication System
   b. The Community Interactive Learning System

2. **The Department’s website** [https://efiug.org/crc](https://efiug.org/crc)
   a. Uploaded Information on Strategic Implementations

1.a. **The Domestication System**

EFI DCS provides domestication facilities because it houses the Division Of Communications and it does this via several languages which, owing the Organisation, allows unlimited customization of different materials and making sure the community makes them their own. The Consequences of this, communities should be able to utilized modern approaches in fighting GBV, Poverty and use the same to facilitate productive family lives.

The Foundation will set up a Central Desk that will incorporate:

- The Domestication System
- The Translation System
- The Community Resource Center On GBV, HIV and Women Empowerment
- The Information Distribution and Management System that will control the Sensitivity Of GBV Information released to third parties to assess sensitivity and eliminate confliction with the EFI Privacy Policy.

Using this environment we will be able to receive Complaints, share information, provide emergency support, provide preventive support and coordinate a massive range of communities in one place.

Taking the tasks currently handled by the Departments’ Capacity Building Curriculum and performing them in the Community Interactive Learning System will improve Community learning experience and reduce the administrative and support burden in the Department for our Organisation, communities, and External Donors.

1.b, **Community Interactive Learning System**

As Many Of our community Members don’t have access to computers, or understand advanced language sessions (e.g. A session has to use languages that Our Community Must understand, not the case with the CB Curriculum) Many of the solutions BBW will explore, require developing infrastructure to match wider provision. The flexibility of the Community Participatory Infrastructure platform will enable us to use our Departmental administrative database (called EFICom) as the source of community information. EFICom is a Digital system, where information is collected, assessed and Aligned manually to collate the Community information Required for a specific Project.

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\(^6\) [EFI Validated Standards](https://efiug.org/crc/resources/standards)

\(^7\) [The GBVNet Website](http://preventgbvafrica.org/member/elezah-foundation-initiative-uganda/)
The CPI Platform will provide an interface to EFICom, providing Community Participants information on GBV via its Library, limiting manual processes to essential oversight.

Additionally, Capacity Building information in EFICom may be used to create the ICE Materials in BBW. With the creation of suitable Material, this would be via either:

1. A GBV Course directory generated from EFI CRC, or
2. Via library data generated from EFICom, building on the work of Damalie Kabanda and Dr. Busonga, who have worked with Women and Key Populations for many years (this is the preferred option).

Connecting CPI and EFICom in these ways will allow us to scale up our provision of GBV preventive tools to much greater community numbers than would otherwise be possible – from just Supervised Dialogues, to a much wider provision of value-added blended learning across the community and at a very cost effective rate.

2.a. Uploaded Information on Strategic Implementations
Providing a web-based system for BBW ToTs to manage their own data will give them more understanding and control of their presence in the EFIs Work, and reduce the administrative overhead for the Department.

BBW details and availability are already driven on the website by the administrative database (EFICom), and the community profiling system will be developed using Object-Orientated (OO) programming style. ToTs will have access to training Material and they will always have access to ICE material to provide to their class however, Some material that requires printing can go through the EFI CRC Resources Procedures.

10. Intellectual Property Rights
Any information gathered during the course of this work that is not already in the public domain will be deemed to be the property of the Eliezah Foundation Initiative. Notwithstanding where existing open-source software or content that is the intellectual property of a third party is used by the project, that existing software or content will remain governed by the intellectual property rights as previously claimed by that third party. The information provided in the reports of the project, and the rights to all other output, will be deemed to be the property of the Eliezah Foundation Initiative. However, project outputs will be made available, free at the point of use, to the EFI community in perpetuity and will be disseminated widely by the EFI Community in partnership with The Eliezah Foundation.

We are aware that increased reuse of intellectual assets across EFI departments, as well as a greater integration of resources and user-created content into our mainstream practice, has the potential to cause unexpected consequences in the area of IPR. As such, we will continue to work with EFI responsible departments as appropriate to ensure we implement the most effective policies in relation to these areas.
Project Resources

11. Project Partners
Not applicable

EFI has a list of potential partners to work with on this project however the committees will decide on whether this is applicable or not. At this time we have not decided which partners to include.

12. Project Management

The BBW Project Will be led by Busonga Eliezah Titus and Rehemah N. Nabbanja who have extensive experience of Departmental and project leadership. Day-to-day project management will be undertaken by Janat Lwanga who has a long track record of running Community Empowerment and development projects. Seventy percent of Janat’s time allocated to the project will be spent on project management activities. Day-to-day implementation of the project activities will be led by the Gender officer, Sarah Kalemba, who will liaise with other EFI staff, where appropriate, to ensure all project tasks are achieved and that the project runs smoothly alongside other commitments. For the more technical interventions the project manager will maintain an overview of the work, but the technical manager will have responsibility for day-to-day management of these developments.

Project management will be supported not only by the leaders of Community Groups, but by the internal project personnel and information systems, which will act both as an information repository and as a dissemination platform for the project to stakeholders. The project team will also use the project website https://efiug.org/crc/bbw.html as a platform both for wider information sharing and reflection on the project.

The core project team, Titus Busonga, Rehemah Nabbanja, Janat Lwanga and Sarah Kalemba will meet at least once a month to review project progress and make high level decisions. Titus Busonga and Rehemah Nabbanja will act as a liaison with the senior management of the Department through their membership of the Department’s senior management team. The project will be overseen by a steering committee consisting of interested parties from elsewhere in the Community, including EFICom⁸, the Division Of Community Development⁹, and the EFI Programme Manager and the project’s critical friend. This group has been chosen to include those within the Communities who are best placed to ensure that the project both meets wider aims across the institution and develops usable and useful outputs for community, as well as external stakeholders who can track achievement against broader aims. The group will meet shortly before the submission of each interim project report, to allow them to feed into this process. However, as many of the group will have much to contribute to specific project activities we will also consult with individuals, as appropriate, throughout the project.

Interim project reports will be submitted as required by EFI and the final and completion reports will be submitted by 30 November 2023. The following staff are likely to be involved in the project in the roles outlined below and other members of staff will be indentified as the project progresses.

- Principal Investigator: Dr Titus Busonga, titus@efiug.org
- Principal Investigator: Eng. Rehemah Nabbanja, ed@efiug.org
- Project Manager: Janat Lwanga, communityservices@efiu.org
- Gender Officer: Sarah Kalemba, genderservices@efiug.org (from 20 July 2019)
- Evaluation Consultant: Olivia Kamasanyu (EFIBOD) olivia@efiug.org
- Administration Manager: Christine Ssemambo,
- Technical Manager: David Katende, efisid@efiug.org
- Web Developer: Brian Sekatowa, IT@efiug.org
- Administration and Project Assistant: Anne Kyalwazi development@efiug.org
- ToTs Facilitators
- Internal Capacity Building Admin,

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⁸ Secretary Of Community Groups, Eliezah Foundation Communities. nasfloredeb@gmail.com
⁹ https://efiug.org/crc
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Document title: EFIBBW Project Plan 2018
Last updated: March 2018
It is not anticipated that the core project team has any major training requirements however a significant component of the project will be the support and training of the EFICom/BBW staff and support staff involved in the new interventions. It is anticipated that this can be managed within the project team although there is some budget for outside support in this respect.

13. Programme Support
In past projects we have benefited greatly from the dissemination opportunities provided by the EFIBOD both within the Department of community services and more widely. We would certainly welcome any chance to continue our engagement in these events during this project.

We see the role of our critical friend Joyce Mirembe, and the connections through our cluster as a real chance to increase our opportunities for learning and reflection from our peers. However, we are aware that there is much to be learned from projects beyond this core circle, both within the broader project delivery and design programme, but also more widely in EFI Communities. With this in mind help to identify where communication and collaboration might prove beneficial and opportunities to engage in this process would be welcome.

14. Budget
See separate document.

Considering the advice of our friend, the BBW should have separate budget documents and they should call for review every after one year.

Detailed Project Planning

15. Workpackages
See separate document for full details

<table>
<thead>
<tr>
<th>WORKPACKAGES</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Project set up</td>
<td>J-A</td>
<td>M-A</td>
<td>S-D</td>
<td>J-A</td>
<td>M-A</td>
<td>S-D</td>
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<td>2: Review and research</td>
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<td>3: Develop and refine Activities</td>
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<td>4: Pilot community based Activities</td>
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<td>5: Develop Community administration solutions</td>
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<tr>
<td>6: Update and extend Activities</td>
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<tr>
<td>7: Disseminate Activities</td>
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<tr>
<td>8: Implement Activities</td>
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<tr>
<td>9: Evaluation</td>
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</table>
16. Evaluation Plan
Evaluation in the project will take place on three levels, looking at:

1. The delivery activities themselves – against metrics such as acceptability to community, quality of experience for ToTs.
2. The strategies and policies the project employs to generate and implement the activities.
3. The project as a whole – was the project a success, did it achieve its milestones, have the outcomes been achieved?

This will involve a close relationship between baselining and tracking activities and more conventional evaluation work. With our subthemes and initial pilots now identified our focus is on mapping these to the aims, objectives and other components of the evaluation, including humans (as evaluators or as contributors of data), processes, artefacts (Activities, toolkits, s/ware artefacts).

In light of the recommendation of our critical friend we are exploring using an impact assessment framework to support this work looking at the particular foci of:

- quality framework (quality enhancement)
- cost (reduction in costs)
- delivery (lean operations)
- profitability or cost benefit

Once this is in place an expanded evaluation plan will be generated including a more detailed time table for evaluation and its relationship to other phases. Our high level evaluation timetable remains as below.

17. Quality Plan
The EFI Quality Assurance Schedule will apply to all Implementations by EFI. Those will also be measured against the Laws Of the Republic Of Uganda and the EFI Code Of Conduct.

BBW Activities Must go through the System Assessment tools to ensure that the Quality of Services including the Mode Of Delivery are properly assessed. International Standards apply and the Available Guidelines MUST be followed to facilitate the quality of work.

18. Dissemination Plan
The team will Engage Communities and our external partners in implementing this project. They Will facilitate activities and inform decisions of material development and dissemination. They will ensure the best standards in implementation and they will make sure that the Engaged Communities consume the outputs. The team will create a website to make the results of BBW available to a global audience, at https://efiug.org/crc/bbw.html and maintain this for a minimum of six month beyond the end of the project. The IT team also has a well-received blog, https://efiug.org/news where they will record their experiences of working on the project through articles. All project related posts will be available at the news blogs. The project has budgeted time to engage fully in all programme-centred and wider EFI events, and has also made provision to present the project work at a minimum of one other conference. More specifically, with internal dissemination a substantial part of this project, the creation of dissemination artefacts will be a by-product of the core project work. This is something which should aid the wider dissemination process and the mechanisms through which the project aims to communicate its outputs and provide a strong foundation for wider dissemination activities as the project progresses.
19. Exit and Sustainability Plans

The BBW Project is explicitly tied into Organisational goals to ensure that the elimination of GBV in our communities is met. The project will only be a success if communities and stakeholders perceive that the energy they expend engaging with the project has resulted in real benefits that foster an end to GBV and empowers women. With many of the interventions likely to transform fundamental activities in the Department it is clear that most, if not all, project developments will be fully embedded in the mainstream of Organisational activities.

Any learning materials, case studies, resolutions, reports and staff development materials, or other suitable outputs from the project will be available at the Online Resource Centre. The project team will continue its long term engagement in this area, both through other projects we are involved in e.g. the BBWLHIV\(^{10}\) as well as learning Community Engagements specifically and the GBV community more broadly to ensure that our outputs feed into the wider work in our field.

<table>
<thead>
<tr>
<th>Project Outputs</th>
<th>Action for Take-up &amp; Embedding</th>
<th>Action for Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities for Women and Girls Protection interventions, available through a variety of formats, likely to include learning sessions, GBV tool kits, case studies, and supporting documentation among others.</td>
<td>To be added to existing documentation and processes within EFI and appropriate versions of these materials to be made available to the rest of EFI Groups and the wider EFI community on project website and through relevant repositories.</td>
<td>Share content widely with relevant committees and groups within organisation and the community. Archive content and ensure deposited in correct communities, repositories and websites.</td>
</tr>
<tr>
<td>A set of detailed Community Engagements (Dialogues)</td>
<td>Make available on In Our Communities as the time may deem fit</td>
<td>Ensure that Community Groups are functional and Implement outcomes</td>
</tr>
<tr>
<td>A detailed plan and rationale for the Activities chosen.</td>
<td>Make available on project website and through relevant repositories.</td>
<td>Archive content and ensure deposited in correct repositories and websites.</td>
</tr>
<tr>
<td>An evaluation report, including information on issues explored, lessons learned and areas for further research.</td>
<td>Make available on project website and through relevant repositories.</td>
<td>Archive content and ensure deposited in correct repositories and websites.</td>
</tr>
<tr>
<td>Guidance for others undertaking comparable innovations.</td>
<td>To be added to existing documentation and processes within EFI and appropriate versions of these materials to be made available to the rest of the EFICom Areas and the wider GBV community on project website and through relevant repositories.</td>
<td>Archive content and ensure deposited in correct repositories and websites.</td>
</tr>
<tr>
<td>Reports for EFIDCS as required.</td>
<td>Make available on project website and through relevant repositories.</td>
<td>Archive content and ensure deposited in correct repositories and websites.</td>
</tr>
</tbody>
</table>

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\(^{10}\) [https://efiug.org/crc/wlhiv.html](https://efiug.org/crc/wlhiv.html)
| Activities for Building Capacity Of at least 400 (preferably 700) Community Members On GBV, HIV and Women Empowerment. | Will be needed to maintain wider uptake of activities in mainstream provision. | Maintain those community Members as change agents and focal persons on issues of GBV, HIV and Women Empowerment | Ending Violence Against Women, Women Participation In Governance, Women Economic Development, HIV/AIDS |
| Availing the communities will a central point for referrals, tools and support services. | Suitable Space for Community to access required support and services including emergencies during and after Implementation | Sharing with Community Members and doing assessments of performance | Managing Community issues and creating a system that liase with other actors |