

ANNEX 5: FELM PROJECT PLAN FORMAT

(Project Plan version 26.11.2010)

**PROJECT
PLAN
Development
Cooperation**

Location of the project : Nepal

Duration of the project

2010-2014

Name of the project: Family Ministry Training

Short description of the project¹:

As the Churches are growing rapidly in Nepal problems in the families are also growing. Not many pastors/leaders are trained to handle such problems technically though they may give a lot of 'advise' from the Bible. Some of the Church leaders themselves are also struggling in their relationship with their spouse and Children. Though there are little trainings available in the Churches for strengthening family relationship there are not enough to cover the need of whole country and also materials in Biblical values are lacking. Some Churches are involved in family counselling and trainings individually but they are not available for the entire country. Professional and Christian counselling TOT training is needed. This project will seek to strengthen the family ties in Christian leaders' home through seminars and counselling believing that a strong Church can not exist without healthy homes. Though the project office will remain in FELM office, Lalitpur the seminars will be conducted all over Nepal and pastors/leaders from all over Nepal will be provided training for family issues if required.

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Project Budget ²	Year I		Year II		Year III		Year IV		Year V	
	Local currency	Euro	Local Currency	Euro	Local currency	Euro	Local currency	Euro	Local currency	Euro
Exchange rate for Euro: 100										

¹ Briefly describe (max 700 characters) the main problem that the project is addressing, the project's purpose and some of the main activities.

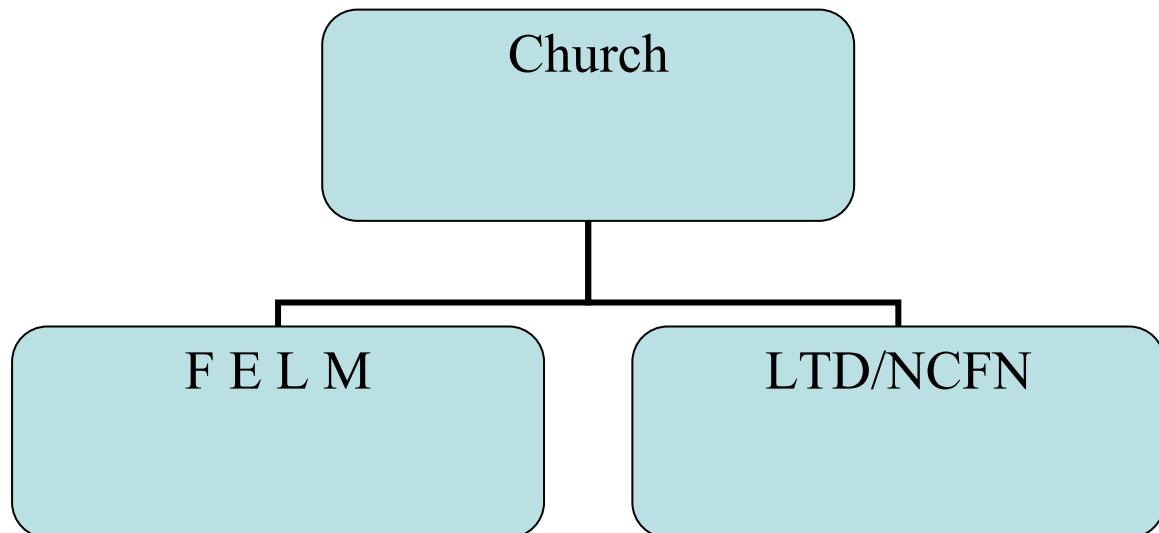
² Project duration can vary from one to five years.

Section A. Context

1. Description of the Project Organisation(s)³

Briefly describe the structure of the organisation / church.

This project will be governed by Leadership Training Department of National Churches Fellowship of Nepal (LTD/NCF Nepal).



What are the goals and main areas of work of the organisation / church?

To see Christian values based family being developed and broken relationships in the family healed. Therefore, the main area of involvement will be training for family issues.

How does the project fit into other activities of the organisation / church?

Without a healthy family a Church leader can not continue the ministry. Therefore, he/she needs a strong healthy family for him/herself, and for the sake of believers and the society at large. Moreover, It is a Biblical requirement for Church leaders. Thus this project will help the leaders to strengthen their families.

Do you have earlier experience in the field of the project?

Yes, Members of this Team have been involved in training pastors/leaders for healthy family and providing counselling for family.

2. Project context

³ applicant organisation and any other organisation/institution playing a significant role in the project

Analyse how the project is in line with the national development plans and government policies.

Government doesn't have any plan and policy for such program. However, there might be some policy and plan in the future as new Constitution is being drafted.

Describe the local (e.g. provincial) development context. What are the main problems in the area? Analyse the situation from the perspective of the poor and the most vulnerable (e.g. women, children, minorities, people with disabilities).

In the Church only spiritual problems are addressed not emotional or mental. Many pastors/leaders claim to solve all the problems only through Spiritual means. Psychological problem is considered to be a social stigma and not expected to share out of home and expected to suppress it. Many pastors/leaders don't have skill of listening and discerning the real problems in Marriage and family.

Describe the environment of the project. Annex a map(s) showing where the project regions are situated.

Project will be located in all 5 development regions of the country.

3. Planning Process of the Project

3.1 Project Identification

How was the project initiated? Who got the first idea?

This project is the outcome of FELM Nepal as Kirsti Area Representative invited some key Christian leaders of Nepal and asked to find out some of the major problems of Church in Nepal. During small group discussion it was found that Nepali Church is struggling with family issues as leaders are not trained technically to face such problems.

3.2 Problem Analysis

Describe the results of the Problem Analysis. What is the main problem and what are its causes? Consider cross-cutting issues carefully: gender, environment, minorities, children, people with disabilities, human rights etc. If available, provide a Problem Tree as an annex.

Husband wife relationship- cultural bias, Hindu mindset, Psychological damage in men women and Children.

Parenting- Cultural role/relationship, lack of modern psychological information and tools, Influence of modern technology, norms, media, generation gap etc

Conflict with spouse's family: Cultural

Emotional issues: low self esteem in men, women and children. Some of the psychological issues are more visible in women than men. Financial, Cultural, Education etc.

3.3 Participation of different stakeholders in the project planning

How did you plan the project?

The project was planned by a committee/ Team.

Who participated in the project planning?

A committee has contributed for the plan of this project representing different Churches groups and organizations.

Who has participated in the writing of this project plan?

- 1. Pastor Tanka Subedi- pastor of family of God and Director of Institute of Theological Education by Extension in Nepal (ITEEN)**
- 2. Uttamraj Karnikar, program Director of SHANTI Nepal**
- 3. MS. Dropadi Rokaya, General Secretary of YWCA**
- 4. Bal Kumari Rai, Lead Advisor, Conflict transformation, UMN**
- 5. Rev. Pastor Mukunda K. Sharma FELM Nepal admin/Finance Manager Bethel Assembly Church, Bhaktapur**
- 6. Kirsti Kirjavainen, FELM representative for Nepal**
- 7. Manoj K Pradhananga, Director of LTD/NCF Nepal**

Section B. Purpose of the intervention

4. Project purpose

How will the project contribute to the development of your country (overall development goal)?

This project will help to create a healthy society by demonstrating the love of Christ in Christian model families, starting from leaders' families.

What is the Purpose (specific objective) of the project?

To see more Christian leaders having healthy relationship with their spouse, children and other extended family members and are witness in the society and who balance the ministry and family life well

5. Focus Groups

Describe all the Focus Groups (beneficiaries/rights-holders) of the project.

50 Couples of pastors and Christian leaders in five regions.

Specify the number of people the project will affect. Provide disaggregated data as appropriate (men, women, girls, boys, people with disabilities, minority groups).

Couples of 50 pastors and leaders of five regions of Nepal

Describe what kind of changes you expect the project will bring to the lives of the people in the focus groups.

1. The relationship with spouse, children and other family members will be deepened.
2. The skill to handle some of the marital and/or family issues will be learnt to help others.
3. Spouses who have problems of getting along will settle their issues (like: Domestic violence, HIV-AIDS, women being dominated, health issues)

Section C. Implementation

6. Strategy to achieve the Project Purpose

6.1 Selected Approach

What is the selected approach of your project? Tick as appropriate:

Capacity building	✓
Advocacy	✓
Empowerment	✓
Training	✓
Service delivery	
Construction	
Material support	✓
Disaster preparedness	
Other, specify:	

Briefly explain why the selected approach is the most effective way of addressing the main problem described above.

They are lacking technical ways of handling the family issues and skill to deepen our interpersonal relationship.

6.2 Results – Activities - Indicators

Specify the project's results and activities, and their indicators, by filling in the following chart. You may add rows as needed.

RESULTS & ACTIVITIES	INDICATORS
RESULT 1 Training – Basic Training in 3 different Regions; - TOT-training in 3 different regions	- Basic training: about 100 couples - TOT: 50 couples will be able to teach their congregation and people around them and be able to counsel other people in need..
Activity 1.1 Material Preparation: Translation of the “Learning Together How to Strengthen the Family – A Participant’s Book for Family Ministry” from English into Nepali according to Nepali context and need.	Publication of the Participant’s books 1000 copies.
Activity 1.2 Committee meetings	AT least 2-3 meetings will be recorded in the minutes every year
Activity 1.3 Orientation to Trainer/Consultant: visit to different Churches/organization and interaction with different Christian leaders	Consultant for TOT will be able to advice on the revision of the manual and facilitate with local experiences.

Activity 1.4 TOT Training	Training Program in Nepali context -50 couples in three regions
RESULT 2 Monitoring:	
Activity 2.1 Evaluation: Mid term evaluation	Consultant visit Reports and Nepali Church Groups feed back in training areas
Activity 2.2 Networking and coordination: Interaction/discussion of our learning with other like minded Church groups / Organization	No. of participants involved in and frequent commitment.
Activity 2.3 Visit for follow-up	In three regions follow-up meeting and refresher course
RESULT 3	
Activity 3.1 Refresher Training and conference	Training schedule and ongoing planning
RESULT 4 : Final Evaluation	Three regions evaluation report and feed back from churches
etc.	

Provide the Annual Work Plan (activity timetable) as an annex.

2010.

Senior Pastors' and wives meeting in Kathmandu
 LTD/NCFN meeting two times.
 Project plan meeting
 Meeting in May 2010 – finalise time table and make problem tree.
 NCFN Meeting for commitment for three year program
 Translation of selected parts of the Book by Nov.2010 into Nepali (attachment)
 June 2010 - Meeting with Palmu consultants in Finland
 Nov. 2010 First visit of consultants
 5th Nov- 3rd Dec. 2010 - Orientation for Palmu Consultants.
 Orientation with Working group meeting / NCFN
 Visiting Kathmandu and out side of Kathmandu to understand context of Nepal
 Networking meeting and selection of participants for TOT.
 Meeting with possible translator
 Two days Couples' Course in Dhangadhi, Kathamandu and Morang for introduction.
 Final meeting with working group/NCFN in Kathmandu – one day.

2011

Working group review
 Preparation as planned
 Translation of the Participant's Book for Family Ministry
 Publishing the Participant's Book
 Nov. 2011 Second visit of consultants
 TOT Training in two places in November 2011
 Follow-up
 Seminars in different regions

2012

Working group review
 Follow up
 Nov. 2012 Third visit of consultants
 Refresher course and Review

TOT Training continues in two places in November 2012

Meeting for evaluation

Follow-up

Second visit of consultants

2013

Working group review

Follow-Up

Nov. 2013 Fourth (Follow up) visit of consultants

Conference

Evaluation

Sustainability in Church / Action Plans

2014

Working group review

Final Evaluation

7. Involvement of the Focus Groups in the project implementation

Describe how the focus groups of the project participate in the project implementation. Give special attention to the most vulnerable groups.

Community/Group	Participation in project implementation
Church/ Para Church organization	Resource sharing, advise, follow up
Conflict survivors. Disabled	
Widows	
Divorced	
Children at Risk	

8. Project management – roles and responsibilities

8.1 Roles of project organisations

How are the responsibilities of implementation, monitoring and project management divided?

The main responsibility of the project management and implementation will be to LTD/NCFN. The field level implementation will be conducted by the LTD. The LTD Director will be coordinating the activities as well as the trainings in Nepal. The need of the part or full time staff will be evaluated in planning process with consultants and LTD. It is preferred that churches involved will take responsibility of local management. If possible there will be regional level contact group nominated from LTD from amongst the TOT trained people, one for east and another for west.

What kind of role FELM is expected to take?

FELM will give Family Ministry Consultant couple for project time for yearly visit. Their book will be translated into Nepali context.

LTD would be happy to receive the assistance and involvement of FELM in sharing their expertise, experiences and knowledge in Family Work, financial support for the implementation as well as capacity building of the Director and committee.

8.2 Local Project Management

Explain the management structure of the project. Provide a project organisation diagram as an annex.

Describe the information sharing mechanisms between staff members in the project (e.g. who should report to whom, weekly/monthly meetings etc.).

LTD committee will conduct meetings to review and discuss on the performance and impact of the project.

The affiliate Church/organizations will report the Director and core group on the Family training activities being conducted in their targeted areas.

Communication medium such as telephone, email, fax and report will be used as the medium for the communication.

8.3 Cooperation and coordination with other organisations / institutions in the area

Describe how you relate to other actors (other NGOs, churches, local government etc.) in the field of the project.

As an effective mechanism for cooperation and coordination with the likeminded agencies/Church and Organisation , The committee will be supporting in the planning and implementation of the programme.

9. Project Budget & Financial Control

9.1 Project Budget

After you have prepared the budget, bring the totals into the Budget Summary below (you may add rows/columns as needed):

Finnish Consultants all expenses are budgeted in Finland.

PROPOSED EXPENDITURE	YEAR I	YEAR II	YEAR III	YEAR IV	YEAR V
Activity I : Workshop and Training					
Activity II : Material Printing and Publishing					
Activity III : Coordination and Networking					
Activity IV : TOT					
Activity V : Meeting					

Salary of part time coordinator					
Evaluation and monitoring					
Administration (5% recommended)					
TOTAL Churches Contribution					
TOTAL IN EURO from FELM					

What is your budgeting currency?

Nepali Currency

Do you receive funding from other donors for the project? If yes, where from?

What is the local / community contribution to the project? What is the total budget value of the project (FELM, other donors and local contribution)?

N/A, But Church will provide manpower and Church hall for training and fee.

If you are seeking funding from FELM for capital items such as computers or vehicles, explain how these items are essential for the project implementation and who will be using them. What is your policy regarding change of ownership of the vehicles / other equipment at the end of the project?

LTD will use office equipment. Second stage of Family Ministry will be planned according to mid and final evaluation.

9.2. Financial Control

Where, how and by whom will the accounting for the project take place?

The coordinator will be responsible for the finance management of the project. Further, the FELM will carry out internal auditing of financial records.

Explain your system of financial monitoring and control.

The first level of financial Monitoring will be conducted by the internal by the FELM. In yearly basis the external auditor a certified chartered accountant conducts the final financial monitoring. The financial donors can also conduct the monitoring as per their requirement.

Who will be responsible for arranging the project's external audit?

Executive committee / FELM to choose external auditor with recommendation.

10. Risk Assessment

What factors might prevent the purpose of the project from being achieved?

Include both internal (within the organisation) and external causes. How do you intend to tackle these obstacles?

Internal; Time constraint, Church Acceptance and Participation Not putting in practice what has been learned.

External: Political Instability, strike.

If there are similar projects in future this project will network with other similar projects

Describe the potential negative effects of the project itself (e.g. equality of opportunity, workload of women, situation of HIV and AIDS sufferers, environment, any conflicts etc.). How do you plan to minimise these risks?

11. Sustainability

How do you ensure that the results of the planned project will be lasting? Analyse 1) economical/financial, 2) institutional, 3) socio-cultural and 4) environmental aspects of sustainability.

The proposed project seeks to work through the mobilization and establishment of active TOT trainees. Church and organisation involved will form networking and look for tapping local resources.

Churches/ organisations will take full responsibility of Christian leaders family training and counselling. They will have their own plans and resources.

The Family Ministry activities will raise awareness on grass root level and other different levels in the Church and outside of Church. The program will change attitude towards conflict, conflict victims and develop united effort for peace. Change will take place within a community and eventually entire Nepal

Describe the project's phasing-out plan.

If the activities are a continuation of a project that has been going on for several years, analyse why ongoing support is needed.

Duration of this project is four years. Churches and organisation will take growing responsibility by contribution from the very beginning. Resources sharing are defined. This project will be continuing after evaluation by local plans and resources. Final evaluation will show future need of FELM involvement.

12. Impact

How do you expect the project to reduce poverty? Pay special attention to vulnerable groups such as women, children, minorities and people with disabilities.

Strengthening healthy family is a foundation for a good society. TOT trained are able to counsel families in risk and problems of inside family are solved. Children continue schooling, there are less divorces and violence in families and harmful cultural habits are decreased.

Family Ministry is one of the crucial components for successful Holistic development process of any Church, community or country. Hence Family Ministry is strongly interlinked with equal opportunity for all church members and Society. Furthermore Family Ministry has also become a fundamental need for churches of Nepal.

Do you expect the project to have impact on any policies or practices in the region/province/nationally (e.g. changes in legislation, new rules for service delivery mechanisms etc.)?

Churches and organisations will include training for family issues and counselling in their plans.

What do you think project's long-term effect on the environment will be?

The project will in the long run will be developing the environment of peace and harmony in the community and Church.

Note which of the Millennium Development Goals (MDGs) the planned project contributes towards. Tick one of the MDGs as the main goal and one to three others as secondary goals for the project.

MDG	Main Goal	Secondary Goal
Goal 1: Eradicate Extreme Hunger and Poverty		2
Goal 2: Achieve Universal Primary Education		
Goal 3: Promote Gender Equality and Empower Women	1	
Goal 4: Reduce Child Mortality		
Goal 5: Improve Maternal Health		
Goal 6: Combat HIV/AIDS, Malaria and other diseases		1
Goal 7: Ensure Environmental Sustainability		
Goal 8: Develop a Global Partnership for Development		3

Section D. Monitoring and Evaluation

13. Project Monitoring

How do you plan to monitor the project?

To monitor the activities in the target areas, the committee members of LTD will be making periodic field visit to these areas and documenting the observation.

Consultant will visit in different times.

Based on the reports collected, review meeting will also be held. Further more feedbacks will also be collected from the churches and their participants in training. In addition Executive committee will monitor the project occasionally.

The project donor support organizations will also make required monitoring.

Explain what kind of data will be collected, how and by whom. Refer to the indicators in section 6.2.

During the monitoring, data such as training participants, family and church problem and progress, record of events, case studies of community level counselling practices will be collected by participants and team.

14. Reviews and Evaluations

Do you plan to arrange a mid-term review of the project?

If necessary the committee will make plan for midterm review.

How and when will the evaluation of the project be arranged?

It depends nature of work.

Signatures

Date:

Date:

Authorised Signatory of the Applicant
Organisation

Authorised Signatory of the Applicant Organisation

Clarification of signature and position

Clarification of signature and position**ANNEXES TO BE SUBMITTED WITH THE PROJECT PLAN:**

Project Budget
Annual Work Plan
Project Organisation Diagram
Map(s) of the project area

RECOMMENDED ANNEXES:

Problem Tree

OTHER ANNEXES IF AVAILABLE:

Baseline Study Report
Complete Project Logframe
Evaluation reports from previous project phase(s)
MoUs with relevant government departments
