



International Service Seminar

“Back to Basics”

18 November 2018

PLAN STRATEGY

FINANCE

Project

QUALITY

Management

SUCCESS

TEAM



On the Agenda



- 1) Finding a Project
- 2) Planning your Project
- 3) Managing your Project
- 4) Publicising your Project
- 5) Club project notices

FINDING PROJECTS



Round Table 1

Finding a Project



1) How do you / did you find a project?

Group Discussion Time 5 minutes
Feedback from Groups 5 minutes

SOME RECOMMENDATIONS

Finding a Project

- 1) International contacts (e.g. International Convention)
- 2) RAWCS / RAWCS networks
- 3) District / District Interests
- 4) Rotary Ideas [rotary.org]
- 5) Contact / join a Rotary Action Group (RAG) e.g. WASRAG
- 6) Talk to Club contacts in D9810 who have similar projects

Networking

GET CONNECTED!

Make your Rotary experience truly international with these networking opportunities.



2. Planning Your Project



Round Table 2 Planning

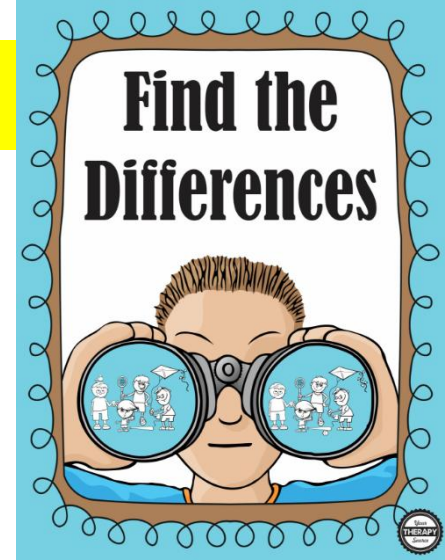


1) What are the differences in planning
for local and international projects?

Discussion Time 7 Minutes

Feedback from Groups 7 minutes

International Project Planning



- 1) Project control
- 2) Involve a (Host) Partner
- 3) Language
- 4) Currency / Exchange rates / Bank transfer fees
- 5) Import taxes / Customs Clearance
- 6) Building regulations / access to local building materials (standards)
- 7) Cultural barriers / climate / environment
- 8) Government regulatory - FCRA (India) / OFAC (Black listed countries)
- 9) Sustainability ~ Monitoring & Evaluation 3 – 5 years post completion

Project Planning Chart

Define objectives

Document overview

Prepare WBS

Prepare estimates

Document assumptions

Define dependencies

Assign and level resources

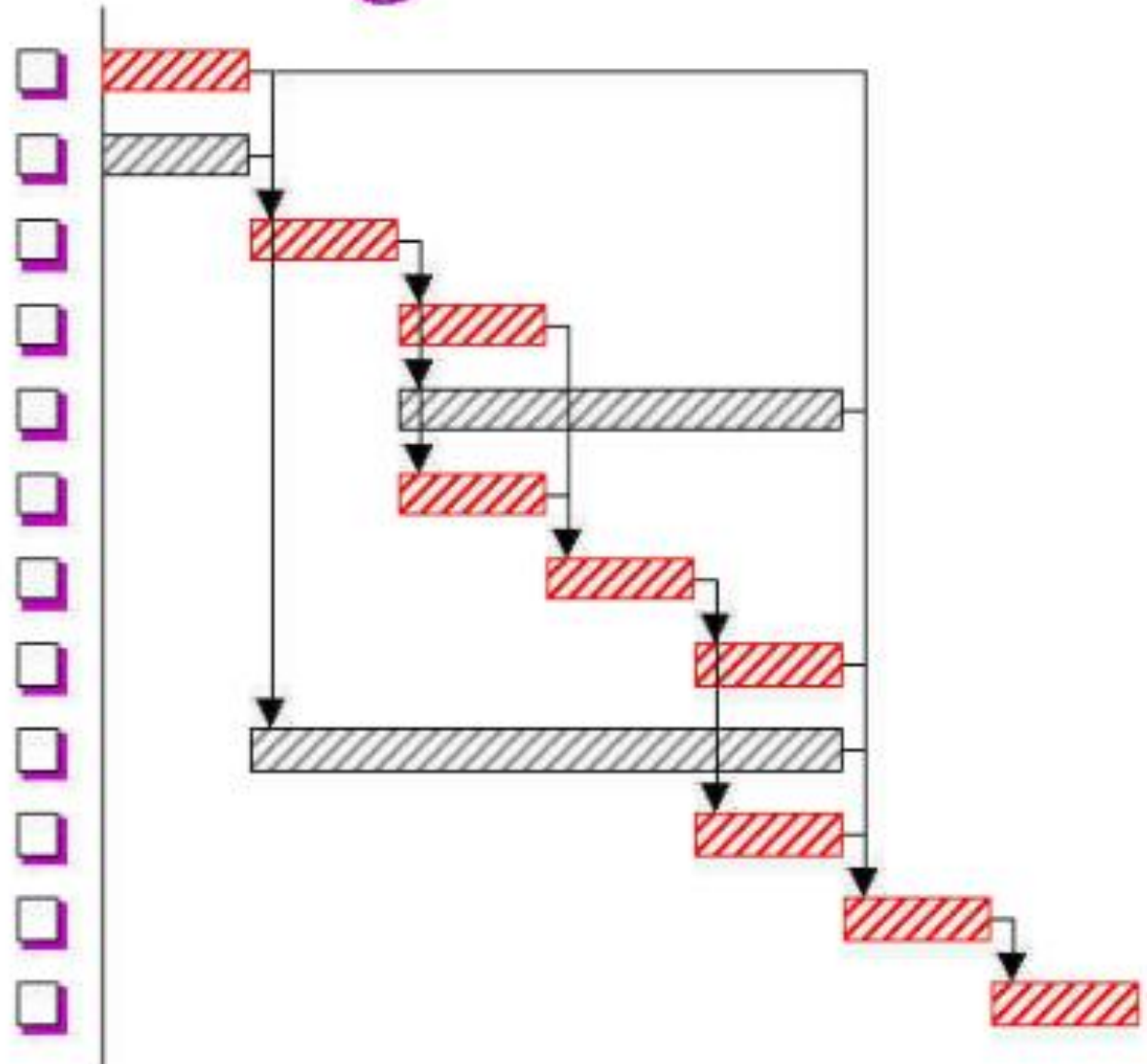
Define milestones

Define and analyze risks

Prepare budget

Compile project plan

Get approval for plan



Selecting a Project / Partner / Cooperating Agency

- ☐ The Project
- ☐ Your Club
- ☐ The Host Club (in country)
- ☐ Cooperating Agency



Selecting a Project

The Project

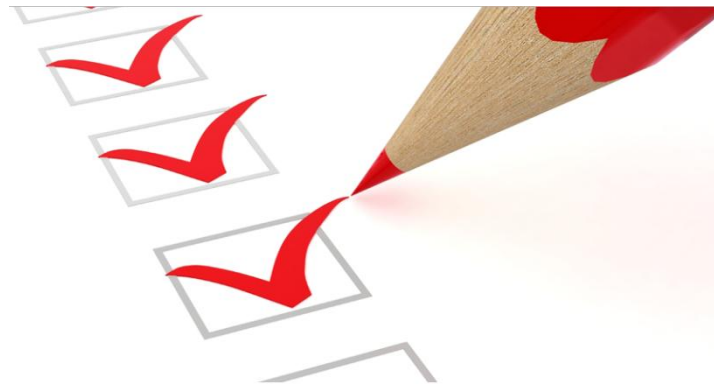
- ☐ Is needed by the community
(addresses one of the 6 Focus Areas)
- ☐ Preferably, is not in a country with
Aid sanctions imposed [travel / insurance]



Selecting your Club's Project Committee

Your Club

- ☐ Is committed to seeing the project through
- ☐ Has the necessary skills
/ expertise in the field - (& resources)



Selecting a Host Country Rotary Club

The Host Club (in country)

- ☐ Is passionate / accountable for the outcome of the project + M&E
- ☐ Is not too small
- ☐ Has a history of running successful projects / financial integrity / on time.
- ☐ Can communicate [language / computer skills]
- ☐ Close to the project site
- ☐ Politically savvy – Government / village chief approvals

Selecting a Cooperating Agency

Cooperating Agency

- ☐ Expertise / qualifications / previous experience
- ☐ Reputation / integrity
- ☐ Financial integrity / on time.
- ☐ Can communicate [language / computer skills]
- ☐ Close to the project site

Your Project - Is it Feasible?



- 1) **Budget** \$4,000 or \$400,000 ? (skills required)
- 2) **Duration** < 12 months or 1 to 3+ years
- 3) **Resources** [People skills / qualifications | Materials standards | Funds \$]
- 4) **Specialist expertise** / Cooperating Agency [MOUs]

Is it Feasible?



- 5) Other Costs – Needs Assessment (DG) | Travel Costs \$ | M&E |
Project Administration @ 10% | Contingency @ 10%
- 6) Sustainability (Monitoring & Evaluation)
=> Costs \$ => Budget
- 7) Are you going to build the capacity of the local
community
OR
Build it for the community?



- ☐ When and how do you use RAWCS?

Q & A

GR



- ☐ When and how do you use The Rotary Foundation?

Project Management

↓
Scope

↘
Cost

↘
Time

3. Managing your project:

- | | |
|------------------------|--|
| 1) Communication | (International Sponsor – Host Partner) |
| 2) Financial oversight | (records receipts bank statements photo images)
(Bank Account – foreign country transaction costs) |
| 3) Progress reporting | (annual?) |

4. Publicizing Your International Project

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4. Publicizing Your International Project

- 1) Photographic record / video (Host Partner)
- 2) Club compendium (Club Newsletter Website)
- 3) District compendium / website Annual D9810 pictorial record
- 4) Rotary Showcase
- 5) Social media channels





Round Table 3 School Toilet Construction Project



1) Refer to the handout and order the steps
1 to 15

Discussion Time 10 Minutes



Current toileting situation



Local Contractor Team



Examples of previous work

Number steps in correct order (1 – 15)

	Request a quote from a local Contractor who has constructed toilets in the area
	Include an agreement on who will maintain and clean the toilets in a MOU
	Write a Feasibility Report outlining risks and projected costs, availability of local materials and labour, annual water availability and alignment with government policy and guidelines
	Prepare a plan to monitor the effectiveness of your Club's investment
	Do some research on WASH in Schools best practice to establish design parameters for the project
	Include an agreement in the MOU for the school to teach the students about hygiene practices using a recognised WASH curriculum e.g. Live and Learn
	Confirm the need for the toilet - numbers of students (M & F) anticipated in year 1 thru to year 5
	Request a locality plan of the site for the school, the site for the toilets and any water sources, waste dumps or other hazards.
	Provide the Contactor with a brief on the WHO/UNICEF design parameters for the project
	Ask Father Ignacious to prepare a Contract with the Toilet Builder clearly specifying what is to be delivered and by when, and the staging of progress payments
	Request a reliable person to conduct a soil permeability test; assess level and duration of inundation due to flooding at the site
	Prepare an Application for a District Grant
	Transfer project funds you have in a RAWCS account for Father Ignacious to pay the Contractor
	Obtain Office of Foreign Asset Control approval to proceed with the project
	Prepare a Memorandum of Understanding between your Club and Cooperating Organisation (Catholic Church) to construct the Toilet

Steps 1 – 15 in order

1	Confirm the need for the toilet - numbers of students (M & F) anticipated in year 1 thru to year 5
2	Request a reliable person to conduct a soil permeability test; assess level and duration of inundation due to flooding at the site
3	Request a locality plan of the site for the school, the site for the toilets and any water sources, waste dumps or other hazards
4	Do some research on WASH in Schools best practice to establish design parameters for the project
5	Obtain Office of Foreign Asset Control approval to proceed with the project
6	Provide the Contactor with a brief on the WHO/UNICEF design parameters for the project
7	Request a quote from a local Contractor who has constructed toilets in the area
8	Prepare a plan to monitor the effectiveness of your Club's investment
9	Write a Feasibility Report outlining risks and projected costs, availability of local materials and labour, annual water availability and alignment with government policy and guidelines
10	Prepare an Application for a District Grant
11	Prepare a Memorandum of Understanding between your Club and Cooperating Organisation (Catholic Church) to construct the Toilet
12	Include an agreement on who will maintain and clean the toilets in a MOU
13	Include an agreement in the MOU for the school to teach the students about hygiene practices using a recognised WASH curriculum e.g. Live and Learn Curriculum
14	Ask Father Ignacious to prepare a Contract with the Toilet Builder clearly specifying what is to be delivered and by when, and the staging of progress payments
15	Transfer project funds you have in a RAWCS account for Father Ignacious to pay the Contractor

Club notices (15 minutes)

- 1) Graeme Woolacott (Funding Partners)
- 2) Philip Maxwell (Medical imaging)
- 3) Gloria Hargreaves (Malaria Day Dinner)
- 4) Graeme Chester (ROMAC)
- 5) Monash Rotaract Water Project

Where to go to learn more?

ROTARY COMMUNICATIONS AND PUBLICATIONS

Refer to 'Hand out'

LEARN EVERYWHERE WITH ROTARY'S LEARNING CENTER.



- Take courses
- Find resources
- Connect with an online community
- Talk with other registrants and course moderators
- Customize your user profile and track your progress

Learn how to tell your Rotary story, set goals in Rotary Club Central, apply for a grant, and much more.

Visit the Learning Center on www.rotary.org/myrotary to learn more.



Seminar key messages



- 1) Select the 'right' project / focus [ideally build capacity]
- 2) Select the right Host Partner Club / Rotarians
- 3) Plan / Monitor / Measure
- 4) Keep involved (not 'set and forget')
- 5) Work the system (The Rotary Foundation | RAWCS)
- 6) Use the District 9810 Resource Network - help / advice is available

Any Questions?

Thank you for attending.



COMMUNITY ASSESSMENT TOOLS

A resource for Rotary projects



Communities **IN ACTION**

A Guide to Effective Projects



ROTARY INTERNATIONAL®