



“General” Methodology description paper: Children Are the Future Approach (CAF/VZW)

In order to ensure commitment and drive towards implementation of the programmes conducted by CAF/VZW (CAF), contributors/donors, local Partners and CAF members must understand and share the same objectives and the same approach. This document is a short summary describing the general methodology of CAF. This document is aimed at ensuring a shared understanding of the way to work in partnership between CAF, contributors/donors and local Partners and to reach CAF’s vision and mission.

CAF Vision

The CAF programme’s aims to provide children and youth in impoverished communities the opportunity to develop their full potential by addressing social, economic and infrastructure gaps and obstacles that exacerbate poverty among those children, youth and their families.

CAF Mission

The CAF programme’s supports specific projects proposed and implemented by local Partners to address obstacles to the welfare and development of children and young adults on a personal, family or community basis and thereby break the vicious poverty cycle.

CAF supports projects only when they:

1. Build on needs identified and agreed as important by key stakeholders,
2. Have been demonstrated to provide a unique or complementary contribution to addressing those needs, not duplicating other efforts being made to address those same needs, and
3. Include a achievable plan for sustainable results.

Modalities of CAF’s approach

1. **Case-by-case solutions**

- **3 different programmes**

CAF will identify the best way to address a particular need in view of the circumstances of the target beneficiaries. CAF conducts three different types of programmes which correspond to this approach.

- A. The ***Family Micro-Business programme (FMB)*** aimed at helping families obtain the necessary income to ensure not only family’s subsistence but also the welfare and education of their children or young adults. (see *Annex I FMB Methodology Paper*).

- B. The *Child Sponsoring programme (CS)*, aimed at providing direct support for the welfare and education of individual children or young adults. (see *Annex II CS Methodology Paper*)
- C. The *Think Big programme (T-Big)*, aimed at supporting projects in a whole community benefiting children or young adults. (see *Annex III Think-Big Methodology Paper*)

- **Various financing possibilities**

The modalities of CAF's support to a selected project may also vary according to the circumstances of the target beneficiaries and donors; e.g. as a simple donation, as a loan (with or without interest rate) to be reimbursed (e.g., to a revolving fund), or a combination of both. For projects which require significant funds, CAF may combine several sponsors and fund types. A combination of loan, grant and *pro bono* or in-kind support will be considered. When appropriate, CAF will facilitate liaison among donors, partners and other stakeholders.

2. Partnership and local approach

All projects are designed and run with the collaboration of our local Partners, who have extensive experience in the field and in working with the communities concerned.

3. Creating synergies

To the extent possible, support from CAF programmes will complement existing support to address the same needs. CAF support will only be granted when existing programmes from governmental authorities or other organisations (e.g. foundations, big NGOs etc) are not available or sufficient to provide for the necessary support for the children or young adults.

General approach to the selection of CAF's projects and beneficiaries

- ***Project Application.*** Projects candidate for CAF's support are identified by the local Partner. The local partner will provide to CAF a detailed application, including the necessary supporting documents (e.g. a "business plan" in the case of a project under the FMB programme). This application will be reviewed by a CAF selection committee and assessed according to CAF the CAF's vision and mission, as well as the specific criteria established for each programme. (see in *Annexes* the different Methodology Papers by programme) On this basis, CAF will confirm if it provides its agreement on the project, after its evaluation on the basis of CAF's priorities and capabilities of the moment.
- ***Community Consultation.*** Consulting different stakeholders in the community where the project is developed helps to assure local "buy-in" and ownership of results, which is known to improve success rates and increase sustainability.
- ***Feasibility Assessment.*** The local Partner is required to analyze the feasibility of a successful project implementation.
- ***Responsibility and Compliance.*** While CAF will seek support for achievement of project aims and assess the success of the project, the local Partner has full responsibility for compliance

with all local legal and regulatory requirements related to the project and its implementation, as well as overall success of project implementation and ongoing operations.

- *Beneficiaries*. Potential beneficiaries are identified by our local partners according to the criteria applied for each programme. The local partner will ensure that the beneficiaries fully understand and adhere to the objectives and conditions of CAF's support: Depending on the nature of the project, the local partner may ask the target beneficiary/beneficiaries to sign a document confirming such understanding.
- *Demographics and Social indicators*. The criteria for the selection of beneficiaries of CAF's programmes aim at favouring children and young adults particularly vulnerable and most in need (e.g. discriminated members of a community, sick or disabled, orphan, etc)..
- *Lasting nature expected results*. The project application must clearly articulate its rationale and provide any available evidence indicating how it would be ensured that the results of the project are long-lasting, and, ideally, financially and environmentally sustainable. This application shall be evaluated by CAF according to the following criteria:
 - *Motivation of the potential beneficiaries and relevant local stakeholders.*
 - *Background and experience of the local Partner in implementing comparable projects.*
 - *Potential economic sustainability and profitability of the project needs also careful evaluation, where applicable.*
- *Other criteria*: positive consideration will be given to projects that clearly fit well as part of broader collective community aims and programmes (e.g. relevant poverty reduction or development strategy).

Start up of the project

- Each local Partner must sign an agreement indicating their understanding of the programme conditions.
- The local Partner should clearly indicate which legal and regulatory requirements apply to the project and how it will assure these are met, through assistance from other NGOs, governments, or, if available, volunteers, local business men or women, or professionals/academics, etc. Where appropriate, the local Partner should ensure that adequate insurance is provided to cover expenses in events such accident or sickness, liability, loss of property or other circumstances.

Follow up of the project

In addition to providing information to donors and sponsors, regular feedback on the development and impact of CAF's projects is essential to the long-term success of the project. It also allows CAF and local Partners to revisit and improve the respective programme through a process of continuous learning. In order to meet these objectives:

- The local Partner shall provide a half-yearly monitoring report on each project,

- The local Partner shall monitor the results and impact of the project for a certain period of time after its implementation (to be agreed with CAF) project.
- CAF members shall also evaluate the progress of projects under each programme during yearly field trip visits, in which donors and sponsors are invited to participate.

Evaluation of outcome of CAF's projects

In order for CAF to evaluate the outcome of the CAF support provided, the local Partner should record and keep track of indicators specified in the project application and agreed with CAF. Indicators will depend on the nature of the project and the programme, and will be defined on a project-by-project basis. Examples such as the following might be considered:

- schooling/education results of the children/young people that are the final beneficiaries of the project (check that there are no drop outs; if there were, clear explanation of the reasons);
- eventual increase and/or improvement in opportunities for employment, as well as the financial condition of their families; and
- other welfare indicators.

This information shall be included in the half-yearly monitoring report provided to CAF by the local Partner.

Information to sponsors/donors

CAF will endeavour to ensure regular communication with donors and sponsors. While remaining flexible to adjust to the specific circumstances affecting each project, CAF should make sure to inform the sponsor/donor at the following occasions:

- At the beginning, CAF sends a thank-you letter to the sponsor/donor and includes, as available in the documents provided by the local partner, information about the project, the target beneficiaries and intended outcomes of the project.
- Every six months, CAF updates on the progress of project implementation and ongoing operation, based on the monitoring report produced from the local Partner.
- *Ad hoc*, whenever there is a relevant change of circumstances impacting project implementation or operations.

Images and audio, subject to the authorisation of the beneficiary, will be shared by CAF with sponsors/donors for the exclusive purpose of informing them of progress made with their contribution.

Publication by CAF of images for visibility purposes

Pictures and other visual material provided to CAF may be published only for the exclusive purpose of communication on CAF's projects and subject to the applicable legislation guaranteeing the privacy of personal data.