



Creating Local Connections West Africa
National Coordinator Orientation plan + Checklist

Role	Knowledge	Checklist + Comments
<ul style="list-style-type: none"> - Ensure that the goals and objectives of CLCWA are met. 	<ul style="list-style-type: none"> - Need to fully understand, agree and believe in CLCWA's mission and objectives - Know about national coordination roles - Need to fully understand project activities and constantly assess their feasibility in regard to their country specificities - Have a clear sense of project timeline and country budget - CLC history and background (Russia, Canada and Africa) 	<ul style="list-style-type: none"> - Documents received, studied and adopted - From the available project documents the coordination team in Sierra Leone has been able to comprehend their roles. We are working on a common document that will clearly specify the duties among the coordination team in order to avoid duplication of roles and responsibilities - Project activities fully understood - Have full knowledge of project timelines and country budget. - As the project progresses so the team will be reviewing the other backgrounds as to help provide Sierra Leone with a clear sense of direction
<ul style="list-style-type: none"> - Manage the overall national outreach and promotion 	<ul style="list-style-type: none"> - Need to fully understand project outreach needs and intentions - Need to know the existing national youth networks and 	<ul style="list-style-type: none"> - We need more time to strategize on the national outreach; however, the coordinating team is currently putting in place strategies to enable a smooth flow. Already the coordinating team is putting in place a media strategy for both the print and electronic

	<p>make connections</p> <ul style="list-style-type: none"> - Need to know what has been done, is being or planning to be done in regards to project activities in each country 	<p>media. We are again working on a strategy for a face-to-face group meetings and this will be among would be recruited members of the network. We are also planning to partner with agencies that are IT focused; this will help to reinforce project activities and sustainability.</p>
<ul style="list-style-type: none"> - Responsible for developing and updating TIG online community national activities, country page and project page 	<ul style="list-style-type: none"> - Know how to use the TIG online community tools 	<ul style="list-style-type: none"> - We would like to know whether the materials from Kabissa will be hard or soft copy documents, - These materials will help in conducting the trainings and enable members to use TIG on-line tools effeciently - National Coordinator will be responsible for developing and updating both the country page and project page
<ul style="list-style-type: none"> - Formulate local youth engagement strategies 	<ul style="list-style-type: none"> - Knowledge of TIG youth engagement philosophy - Know how to engage youth in regards to national specificities 	<ul style="list-style-type: none"> - Drawing up simple and straight forward criteria for Involvement in CLCWA-SL activities - National Coordination team do have great experience in engaging youth on national issues
<ul style="list-style-type: none"> - Creation, promotion and maintenance of a national network (youth organizations, initiatives, gov. agencies and professionals) 	<ul style="list-style-type: none"> - Knowledge of local and national youth-related actions - Knowledge of the ICT domain and actors in their respective country - Know how to develop and maintain a contact database and email list 	<ul style="list-style-type: none"> - Networking with local/international organizations and partners is also important in ensuring the successful implementation of the project. Thus, a network of youth organizations shall be coordinated and sustained. It shall serve as a reservoir from which participants could be drawn and events revolve. - Creating of such network will help us assess the capacities of organizations for appropriate inclusion. - A full contact database and email list will be

		developed for CLCWA-SL
<ul style="list-style-type: none"> - Scout and represent TIG and CLCWA at national/local conferences or events. 	<ul style="list-style-type: none"> - Know about TIG and CLCWA history, philosophy, objectives and mission - Know how to stay informed on local/national events 	<ul style="list-style-type: none"> - Creating an e-group for CLCWA-SL project beneficiaries. Through this the coordinating team will keep members informed. The Coordinating team will also be searching out for opportunities for its beneficiaries. Moreover, CLCWA-SL will network with both local and International Youth Networks that deals with different issues, through this, project beneficiaries will benefit from a wide advert of activities advertised by different local and international organizations and youth networks.
<ul style="list-style-type: none"> - Coordinate, facilitate, evaluate and report all project activities (open forums, Chats, Trainings etc.) 	<ul style="list-style-type: none"> - Know how to put-up TIG open forums, meetings and chats - Know about what the training activities outcomes and objectives are and how they should be evaluated - Know how to coordinate and manage project activities - Know how to successfully facilitate project activities 	<ul style="list-style-type: none"> - The implementation of Open Forum and National Youth Meetings will be coordinated to ensure the fullest participation of a youthful caucus representative of the socio-cultural and ethnocentric shades of the community and a significant gender imbalance, with specific reference to Sierra Leone. - The capacity building workshop will also feature contents for the successful facilitation of project activities - A proper management of the implementation process shall ensure the fullest participation of stakeholders, encourage, coordinate and strengthen regional networking, attract the attention and concern of governments, Non-Governmental organizations, multi national agencies and local NGO's, to increase the

		<p>leverage of their commitment and support mobilization towards youth empowerment and development vis-à-vis access and use of ICT for development. This will greatly help in ensuring the continuity and the financial sustainability of the CLC West Africa project after its initial 12 months funding.</p>
<ul style="list-style-type: none"> - Ensure that CLCWA activities are adequately publicized through its network 	<ul style="list-style-type: none"> - Know how to use online and offline promotion 	<ul style="list-style-type: none"> - CLCWA-SL will create an e-group for all its beneficiaries and network members. This will be done both on-line and off-line, with this, members of the network can have easy access to important information such as updates on the project and network activities
<ul style="list-style-type: none"> - Responsible for the collection and distribution of pertinent and project-related information, material and documents 	<ul style="list-style-type: none"> - Know very well how to use the web and its communication tools and network email list along with use mainstream ICT tools (chat, SKYPE, webmeetings etc.) - Know about the CLCWA specific and required information needs (project page, newsletter etc.) - Know how to report outcomes and results to the TakingITGlobal website for global coordination needs (internal/external reports) - Know every project team member's contact information 	<ul style="list-style-type: none"> - The distribution of newsletter of events of the implementation of the project will indeed fill the identified communication and coordination gap between organizations working on local, national and regional levels and also increase organizational commitment to youth empowerment and development. - Ensure that internal and external reports production meet TIG requirements - Creating and posting of Sierra Leone team contact information for networking and other purposes to help in enhancing project objectives and goals

<ul style="list-style-type: none"> - Build and maintain a network of young professionals as a source of facilitators, co-facilitators or expert trainers 	<ul style="list-style-type: none"> - Know about the purpose of such a database - Know how to keep record, build a database and share it with national network members 	<ul style="list-style-type: none"> - Design a database of professional facilitators, co-facilitators and expert trainers; these will easily be used to contact individuals for on-line and off-line forum and other activities. Individuals whose names are on the list can help conduct training and offer advice on projects activities undertaken, they can chair and moderate online and offline forums
<ul style="list-style-type: none"> - Ensure the CLCWA project's end of initial funding sustainability and manage project implementation budget 	<ul style="list-style-type: none"> - Know how to fundraise, search for financial partnerships and sponsorships - Know how to manage and report project-related expenditures 	<ul style="list-style-type: none"> - Design project proposal for the implementation of other related project activities. - Form partnerships with agencies and networks that promotes the use of ICTs as a tool for sustainable development