DANIEL NTOW OBESE FOUNDATION
C/O PRESBYTERIAN CHURCH OF GHANA UNITY CONGREGATION NKANFOA, CAPE COAST

📖 OVERVIEW OF THE DANIEL NTOW OBESE FOUNDATION

The Daniel Ntow Obese Foundation (DNOF) was established in January 2022 in honour of the late Daniel Ntow Obese who was called to glory on Tuesday, 11th May 2021. DNOF was officially launched on 7th August 2022 at the Presbyterian Church of Ghana (PCG) Unity Congregation, Nkanfoa, Cape Coast, where he worshipped and served as a Caretaker of the church for 15 years.

On 2nd November 2023, the Foundation was incorporated as a Foundation Limited by Guarantee.

The Daniel Ntow Obese Foundation before its incorporation on 2nd November 2023 had undertaken the following activities.

a. Completion of a Children Service Block for PCG Unity Congregation which was dedicated to the memory of the late Daniel Ntow Obese and later upgraded and named as the *"Daniel Ntow Obese Children and Youth (DNOCY) Resource Centre"*. The Centre has the following facilities:

- Two Rooms for Children and Youth Services
- A 250-seater fully furnished Conference Room.
- A 12-seater ICT Laboratory to train Children and Youth.

b. Financing the PCG Unity Congregation ICT Training School.

☙ VISION, MISSION AND CORE VALUES

VISION
"To equip children and youth with competency-based ICT skills and to provide support to the poor and vulnerable"

MISSION
"*Our mission is to improve the lives of children and youth, the poor and vulnerable in deprived and sub-urban communities, by providing competency-based skills training, scholarships at the tertiary level, and services suitable to support them towards economic self-sufficiency."*

CORE VALUES

a. Empowerment
b. Excellence
c. Innovation
d. Inclusion
e. Integrity

✎ THE STRATEGIC PLAN

A strategic plan is crucial for an organisation as it provides a roadmap for achieving its long-term goals. It helps align resources, guides decision-making, anticipates challenges and enhances overall organisational efficiency and effectiveness.

▣ INTERNAL SCRUTINY

Developing a strategic plan requires an assessment of the internal capacities of an organisation. Given this, a comprehensive analysis was done to determine the effectiveness and competitiveness of the DNOF's operations. This is to identify the strengths and the weaknesses. The following strengths and weaknesses were identified:

A. STRENGTHS

The Foundation has:

a. A committed and passionate team of professionals.

b. Specialised knowledge and expertise in ICT training programmes

c. Collaboration with other organisations for increased impact.

d. A strong foundation built on a genuine desire to help the poor and vulnerable

e. Established connections with local communities for targeted assistance

f. Comprehensive programmes addressing various aspects of poverty and vulnerability

g. Ability to identify and support academically gifted students with financial needs

h. Mentorship programme to guide and nurture the talents of supported and otherstudents

i. A positive record and strong reputation to make a difference.

B. WEAKNESS

The following are the weaknesses of the Foundation:

a. Dependence on member's subscriptions and donations with potential financial constraints.

b. Limited infrastructure for expanded outreach.

c. Possible lack of awareness of the Foundation's activities and goals.

d. A challenge in keeping up with rapid advancement in the ICT field.

e. Reliance on donations and grants for sustaining programmes and initiatives.

f. Difficulty in reaching remote or isolated areas with support and services.

g. Challenges in identifying all eligible students due to limited outreach resources.

h. Managing the administrative workload associated with scholarship programmes.

An analysis of the environment uncovered potential threats and opportunities. An appraisal of the operating environment of the Foundation revealed the following opportunities and threats:

A. OPPORTUNITIES

a. Potential to organise innovative events to raise funds.

b. Utilize online platforms to enhance visibility and reach a broader audience

c. Explore new partnerships and collaborations to amplify impact.

d. Seek grants from government agencies and philanthropic individuals and organisations.

e. High demand for ICT professionals, creating employment opportunities.

f. To tap into government initiatives supporting ICT education and training.

g. Provision of education and skill-building programmes for long-term empowerment.

h. Raise awareness about poverty issues and advocate for policy changes.

i. Attracting support from businesses interested in investing in education.

j. Building a network of successful alumni to support and guide current scholars.

k. Collaborating with government initiatives supporting education for underprivileged students.

B. THREATS

Identified threats susceptible to Charity Foundations, including DNOF:

a. Competing with other charity foundations for limited donor support.

b. Risk of responding promptly to fast-paced technological changes.

c. Increasing competition from other training programmes and educational institutions.

d. Societal culture and orientation.

e. Economic challenges affecting donor contributions and overall funding.

f. Persistent systemic issues affecting access to quality education for the needy

⚙ STRATEGIC OBJECTIVES

Five key objectives have been identified in the Corporate Strategic Plan of the DNOF in response to the Vision, Mission and the outcomes of the internal and external scans.

a. Provide Resources to Train Children and Youth in Information, Communication and Technology (ICT).

b. Offer Scholarship to Brilliant but Needy Students while Providing Mentorship and Career Guidance Spanning from High School to Tertiary Education Levels.

c. Provide Support to Maintain the Daniel Ntow Obese Children and Youth Resource Centre.

d. Provide Support to Ministers of God and Christian Organisations in Deprived Communities.

e. Provide Aid to Poor and Vulnerable Individuals and Deprived Communities.

ACTION PLANS AND RESPONSIBILITIES

To facilitate the implementation of the plan, the strategic objectives are structured into key actions, responsibilities and activities with respective deadlines. Also, the Plan provides indicators to facilitate monitoring and evaluation of the activities in the Plan.

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
1.1	DEVELOP RESILIENT CURRICULA	BOARD OF DIRECTORS (BOD), TRAINING COORDINATOR, FACILITATORS, COLLABORATORS, OFFICE MANAGER	A. Train facilitators to build resilient curricula.	2024:M12	a. All Facilitators trained to build resilient curricula	a1. Attendance sheet from training sessions a2. Training report	INTERNALLY GENERATED FUNDS (IGF)
			B. Deploy innovative learning methods.	2024:M12	b. At least 80% of programme use innovative learning methods	b. A report of learners completed project using design thinking and innovative approaches	
			C. Integrate 21st century core competencies and skills in the curricula.	2024:M12	c. Curricula has 21st century skills incorporated	c. A copy of programme curricula	
			D. Design age - appropriate curricula tailored towards the needs of children and youth.	2024:M03	d. Age-appropriate curricula designed	d. A copy of programme curricula	

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
1.2	PROVIDE ICT LABORATORY	BOD, OFFICE MANAGER	A. Set up a resilient ICT infrastructure	2024:M12	a. Increase in the budget for ICT infrastructure by at least 15% annually.	a1. Pictures from the infrastructure site a2. Asset Register	a. Donor Fund
			B. Provide ICT support and software for teaching and learning.	2024:M06	b. Software installed to aid teaching and learning	b1. Pictures of installed software b2. Payment Vouchers	b. IGF
1.3	ORGANISE EDUCATIONAL OUTREACH	BOD, OUTREACH COORDINATOR, OFFICE MANAGER	A. Conduct outreach programmes and events aimed at promoting ICT awareness among children and youth	2024:M12	a. At least one outreach programmes organized annually	a1. Pictures, flyers and videos from outreach programme a2. Reports on events	a. IGF

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
1.4	TRAIN CHILDREN & YOUTH IN ICT	BOD, TRAINING COORDINATOR, FACILITATORS, OFFICE MANAGER	A. 4 cohorts (of 12 students to a cohorts) to undergo 12-weekends of 9 hours/weekend training programme	2024:M12	a. No. of students enrolled and trained	a1. No. of students trained and graduated a2. Graduation brochure a3. Graduation list	IGF
1.5	ASSESSMENT OF STUDENT PERFORMANCE	TRAINING COORDINATOR, FACILITATORS	A. Regular classroom quizzes and discussions to gauge understanding. B. Conduct examination to evaluate overall comprehension of the subject. C. Evaluate hands-on skills and application of theoretical knowledge. D. Assessment of project work of students	ONGOING	a. At least one quiz during the period of training. b. One comprehensive exam to be taken at the end of the period of study. c. One hands-on skills project during the period of study.	a1. Attendance sheet a2. Assessment records of trainees b1. Attendance sheet b2. Assessment records of trainees c. Pictures and videos of hands-on practical sessions and student project	IGF

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
1.6	PROMOTE CAREER GUIDANCE PROGRAMMES	BOD, OFFICE MANAGER	Organise career guidance programme to expose children and youth to diverse career paths within the ICT field	ongoing	At least one career guidance activity organised annually.	Pictures, flyers and videos from the career guidance programme.	IGF
1.7	EMPHASISE PROJECT-BASED LEARNING TO ALLOW PRACTICAL APPLICATION OF ICT SKILLS	BOD, TRAINING COORDINATOR, OFFICE MANAGER	A. Establish clear and measurable learning objectives. B. Choose projects that are relevant to students' lives, and have real-world applications. C. Develop structured timeline with milestones to guide student projects. D. Organise opportunities for students to present their projects, fostering confidence, and a sense of accomplishment. E. Connect projects with the local community to instill a sense of social responsibility.	ONGOING	a. Develop course outline. b. Relevant and real-world application projects chosen c. Projects timelines with milestones developed. d. At least two presentations of projects undertaken annually. e. At least 40% of projects connected to local community	a. A copy of course outline b. Copies of students' projects c. A copy of the project timelines. d. Events report with pictures, flyers and videos of presentations e. Reports on projects with impact on the community	IGF

OBJECTIVE 2: OFFER SCHOLARSHIP TO BRILLIANT BUT NEEDY STUDENTS WHILE PROVIDING MENTORSHIP AND CAREER GUIDANCE SPANNING FROM HIGH SCHOOL TO TERTIARY EDUCATION LEVELS

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
2.1	PROVIDE SCHOLARSHIP	BOD, SCHOLARSHIP COMMITTEE, OFFICE MANAGER	A. Constitute a scholarship committee.	2024:M03	a. Scholarship Committee constituted	a1. Minutes of meeting a2. Appointment letters to Committee members	IGF DONOR FUNDS
			B. Establish transparent and well-defined criteria for scholarship eligibility.	2024:M06	b. Develop Scholarship eligibility criteria	b. A copy of criteria	
			C. Offer a range of scholarship to cater for different disciplines.	On-going	c. Scholarship offered caters for different disciplines.	c. Report on scholarship offered.	
			D. Develop an accessible and user-friendly online application system to access the scholarship.	2024:M06	d. Online application software developed	d. Functioning online application system in operation	
			E. Collaborate with institutions (churches and communities) to disseminate information about scholarship.	On-going	e. Copies of notice of advertisement to institutions.	e. Copies of notices	
			F. Focus on scholarships that empower	On-going	f. Individual passions and interest	f. Selection committee report	

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
			individuals to pursue education in fields that align with their passions and interest.		identified in the selection process		
			G. Implement a fair evaluation process.	2024:M06	g. Develop evaluation guidelines	g. Evaluation guideline document	
			H. Maintain clear and open communication with applicants.	On-going	h. Create database of applicants to facilitate communication.	h. Database of applicants	
			I. Publicly recognise scholarship recipients through ceremonies	On-going	i. At least one (1) scholarship awardee ceremony organised per annum.	i. Pictures and videos of award ceremony	

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
2.2	DESIGN MENTORSHIP PROGRAMME	BOD, OFFICE MANAGER	A. Define clear objectives of the mentorship programme	2024:M12	a. Develop mentorship policy	a. Mentorship policy document	IGF
			B. Pair scholars and students with mentors to provide guidance.	2025:M03	b. Assignment of mentors to scholars	b. List of mentors and scholars	
			C. Provide orientation for both mentors and scholars and students.	2025:M03	c. At least one (1) orientation session organised annually	c. Orientation report	
			D. Establish a mechanism for mentors and scholars to provide insights on the effectiveness of the mentorship programme and areas of improvement.	2025:M12	d. One tool for assessing effectiveness of mentorship programme developed	d. Assessment tool	
			E. Implement an evaluation system to access the impact of the mentorship programme.	On-going	e. Evaluation tool developed	e. Evaluation tool	

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
2.3	CAREER COUNSELLING	BOD, OUTREACH COORDINATOR, OFFICE MANAGER	A. Organise workshops to introduce individuals to a variety of career paths and educational opportunities.	2024:M12	a. At least one (1) workshop organised annually	a. Workshop report	IGF DONOR FUNDS
			B. Facilitate networking events to connect students with professionals in their desired field.	2025:M03	b. Organize at least one (1) networking event per annum	b. Report on networking event	
			C. Conduct workshop for the youth on curriculum vitae writing, interview and other 21st century skills, to enhance their successful job placement.	2024:M12	c. Organise at least one (1) workshop per annum	c1. Pictures and videos of the workshop. c2. Workshop report	
			D. Collaborate with organisations to facilitate internship opportunities.	2024:M12	d. Sign at least two (2) MoU's with organisations per annum.	d. Copies of MoU's	

OBJECTIVE 3: PROVIDE SUPPORT TO MAINTAIN THE DANIEL NTOW OBESE CHILDREN AND YOUTH RESOURCE CENTRE

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
3.1	ROUTINE FACILITY INSPECTION	BOD, PROPERTY COMMITTEE, OFFICE MANAGER	Conduct regular inspection	On-going	At least inspection conducted on half yearly basis	Inspection reports	IGF
3.2	PREVENTIVE MAINTENANCE SCHEDULE	PROPERTY COMMITTEE, OFFICE MANAGER	A. Establish a preventive maintenance schedule. B. Regularly review budgetary support for the DNOCY-RC	2024:M09 On-going	a. Maintenance schedule developed b. Increase maintenance support budget by at least 10% annually	a. Maintenance schedule b. Annual budget allocation	IGF
3.3	STRENGTHEN SECURITY SYSTEMS	PROPERTY COMMITTEE, OFFICE MANAGER	A. Design security measures aim at protecting the building and its resources	2024:M03	a. Installation of CCTV cameras.	a1. Pictures of CCTV cameras installed a2. Asset Register	IGF
3.4	CLEANING AND SANITISATION	PROPERTY COMMITTEE, OFFICE MANAGER	Regular cleaning and sanitisation procedures to maintain a safe and healthy environment	On-going	Comprehensive cleaning and sanitisation undertaken bi-annually	Pictures and report from the cleaning and sanitisation exercise	IGF

OBJECTIVE 4: PROVIDE SUPPORT TO MINISTERS OF GOD AND CHRISTIAN ORGANISATIONS IN DEPRIVED COMMUNITIES

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
4.1	IDENTIFY NEEDS OF MINISTERS OF GOD IN DEPRIVED COMMUNITIES	BOD, OFFICE MANAGER	Conduct needs assessment to identify specific challenges	On-going	Needs assessment tool designed	Assessment tool	IGF DONOR FUNDS
4.2	PROVIDE FINANCIAL ASSISTANCE	BOD, OFFICE MANAGER	A. Establish partnership with donors and philanthropic organization willing to contribute financially to support deprived community ministries.	On-going	a. Engage with at least five donors and philanthropic organisations and individuals.	a. No. of partnership relationship established.	DONOR FUNDS
			B. Organise fundraising events to raise funds to support Minister of God financial needs.	2025:M03	b. At least one fund raising activity organized per annum.	b. Pictures of fund-raising activities.	
			C. Apply for grants from organisations that support religious and community initiatives.	2025:M03	c. At least two grants proposal applications sent to organisations per annum.	c. Copies of grants application submitted.	

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
4.3	PROVIDE TRAINING AND CAPACITY BUILDING TO LEADERS OF CHRISTIAN ORGANISATIONS	BOD, OUTREACH COORDINATOR, OFFICE MANAGER	A. Provide training in leadership skills, effective communication and conflict resolution to empower leaders to lead effectively.	On-going	a. At least two training programmes organised per annum.	a. Training reports	IGF DONOR FUNDS
			B. Organise tailored workshops and seminars.	On-going	b. At least two tailored workshops organized.	b. Training reports	
4.4	ESTABLISH A MENTORSHIP PROGRAMME FOR MINISTERS OF GOD	BOD, OUTREACH COORDINATOR, OFFICE MANAGER	Connect experienced Ministers of God to serve as mentors to newly commissioned Ministers of God	On-going	Mentorship programme undertaken	Mentorship programme document	IGF

OBJECTIVE 5: PROVIDE AID TO POOR AND VULNERABLE INDIVIDUALS AND DEPRIVED COMMUNITIES

NO.	KEY ACTION	RESPONSIBILITY		ACTIVITIES	DEADLINE		INDICATORS		MEANS OF VERIFICATION	SOURCE OF FUNDING
5.1	CONDUCT NEEDS ASSESSMENT	OUTREACH COORDINATOR, OFFICE MANAGER	A.	Define objectives of the needs assessment, specifying the scope of the study and the population to assess	2025:M03	a.	Needs assessment objectives guideline developed	a.	Needs assessment guideline	IGF DONOR FUNDS
			B.	Conduct needs assessment to understand the specific needs of the individuals and the community with key stakeholder	2025:M03	b.	Needs assessment tool designed	b.	Needs assessment tool	
			C.	Design assessment tool tailored to the cultural context and needs of the population	2025:M03	c.	Assessment tool tailored to the cultural context of the population	c.	Assessment tool	
			D.	Map out the community's physical and social infrastructure	2025:M03	d.	Community's physical and social infrastructure mapped for two communities per annum	d.	Mapping report	
			E.	Analyse demographic data to understand the composition of the population	2025:M06	e.	Demographic data analysed	e.	Demographic data report	

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
			F. Assess the economic situation by examining income levels and employment opportunities	2025:M09	f. Tool designed to assess income levels and employment opportunities	f. Copy of income levels and employment opportunities tool	
			G. Identify both vulnerability factors (risks and challenges) and resilience factors (existing strengths and coping mechanisms) within the community.	2025:M03	g. Vulnerability factors within the community identified	g. Vulnerability factors report	
			H. Evaluate findings with the community members to ensure that the assessment accurately reflects their experiences and priorities	2025:M12	h. Validation of findings	h. Validation report	
5.2	COLLABORATION WITH LOCAL LEADERS	BOD, OUTREACH COORDINATOR, OFFICE MANAGER	Engage with local leaders on initiatives that align with the community's needs	2025:M03	Organize periodic meetings with community stakeholders and opinion leaders	Minutes of the meetings	IGF DONOR FUNDS

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
5.3	PROVIDE BASIC NEEDS SUPPORT	BOD, OUTREACH COORDINATOR, OFFICE MANAGER	A. Collaborate with other development partners to leverage resources and expertise in delivering basic needs support	2025:M03	a. Signed MoU's with development partners	a. Copies of MoU's	DONOR FUNDS
			B. Organise clothing drives to collect and distribute clean clothing to individuals and families facing economic hardship	2025:M06	b. Mechanism to collect and distribute clothing established	b. Report on activity	
			C. Organise medical outreach	2025:M03	c. Medical outreach undertaken	c1. Pictures and videos from the medical outreach programme c2. Medical outreach report	
			D. Design a monitoring and evaluation system to assess the impact of the basic needs support system	2025:M12	d. Monitoring and evaluation tool developed	d. Monitoring and evaluation tool	

5.4	DESIGN SKILL DEVELOPMENT PROGRAMME	BOD, TRAINING COORDINATOR, OUTREACH COORDINATOR, COLLABORATORS, OFFICE MANAGER	A. Conduct needs assessment to identify the specific skills that are in demand or required by the target audience	2025:M03	a. Needs assessment tool designed to identify specific skills required by target audience	a. Needs assessment tool	DONOR FUNDS
			B. Tailor skills development programmes to identified needs of the target audience	2025:M03	b. Skills development programme tailored to needs of target audience	b. Report on activity	
			C. Provide hands-on skill development learning experiences to reinforce theoretical knowledge and ensure participants can apply their skills in real-world situations	2025:M12	c. Practical hands-on training organised	c1. Pictures and videos of practical hands-on learning c2. Training reports	
			D. Provide recognition and certification for completed skills development programmes.	2026:M03	d. Award of certificate	d. List of graduands	
			E. Facilitate internship and apprenticeship.	2026:M06	e. Trainees placed on internship and apprenticeship programmes.	e. Reports on internship and apprenticeship trsining	

NO.	KEY ACTION	RESPONSIBILITY	ACTIVITIES	DEADLINE	INDICATORS	MEANS OF VERIFICATION	SOURCE OF FUNDING
5.5	PROVIDE PSYCHOSOCIAL SUPPORT	BOD, OUTREACH COORDINATOR	A. Conduct needs assessment to understand the specific psychosocial needs of the target population	2026:M03	a. Specific psychosocial needs tool of the target population designed	a. Psychosocial needs tool	IGF DONOR FUND
			B. Engage professionals to provide psychosocial services.	2026:M06	b. Offer of appointment to psychosocial professionals	b. Appointment letters	
			C. Facilitate individual and group counselling sessions.	2026:M06	c. Individual and group counselling sessions undertaken	c. Report on services rendered	
			D. Implement psychosocial support services within schools, providing students with safe environment to discuss their emotions and challenges.	2026:M06	d. Psychosocial services provided within schools	d. Report on services rendered	
			E. Collaborate with religious bodies to create awareness on prevailing mental health and psychosocial issues in the community.	2026:M03	e. Sign at least two (2) MoU's per annum with religious bodies	e. Copies of signed MoU's	

✍ IMPLEMENTATION STRATEGIES

1.0 INTRODUCTION

The Corporate Strategic Plan is to guide all operations of the Foundation for the next three years. All interventions—training, projects, initiatives etc.—shall align with the relevant strategic objectives. As part of the process, it is expected that the annual budgets within the planned period will be based on the key actions and activities in the Strategic Plan for the year.

2.0 IMPLEMENTING THE STRATEGIES

The Plan identifies responsible officers in the implementation process. These are the Board of Directors (BoD), Training Coordinators, Outreach Coordinators, Collaborators and the Office Manager.

2.1 Board of Directors

The overall holder of the Corporate Strategic Plan shall be the President of the Foundation, in collaboration with the Secretary. These two are the main office bearers of the Foundation with the mandate to drive the vision of the Foundation. The holder shall be assisted by a focal person.

2.2 Strategy Management

For implementation of the Plan, the Foundation shall appoint a focal person to:

a. Liaise with the Management (President and Secretary) to ensure that all actions of the Foundation align with the objectives and key actions in the Plan,

b. Monitor and provide quarterly reports to the BoD through the President on the status of implementation of the Plan

c. Build an information management system to track outcomes of the Plan

d. Facilitate an independent mid-period review of the Plan

e. Facilitate an independent end-of period review

f. Undertake any other responsibility associated with the Plan which will be identified by the Holder

2.3 Strategic Plan Implementation Committee

There shall be a Committee to be responsible for the Plan. The Committee shall consist of:

a. The Vice-President

b. The Treasurer

c. The Focal Person/Secretary

The Committee shall report to the Board of Directors through the President.

3.0   MONITORING AND EVALUATION

The Implementation Committee will be responsible for the implementation of the activities under the Plan.

3.1   SCHEDULE FOR MONITORING

The following schedule for monitoring shall be followed:

a.   Quarterly reports from the various entities (Committees) through the Focal Person.

b.   All entities shall conduct annual Assessment of their Plan. The assessment report shall be submitted to the President through the Focal Person for onward submission to the Board of Directors.

c.   Mid-period review of implementation: This shall be conducted in the middle of the year 2025 by an independent body.

d.   End of period evaluation: This shall be conducted by an independent body in the last quarter of 2026. The outcome of the evaluation shall feed into the development of the next plan.

Outcomes of the various reviews would be made publicly available and fed into the on-going Plan as well as the subsequent one.