

# ANNUAL JOINT PLAN

Addition to the Partnership Agreement  
between VSO Nepal and Community Action Centre Nepal (CAC-Nepal)

VSO Nepal programme area: HIV & AIDS

Covers the period from **January 2008** up to **December 2008**

## ARTICLE 1: ADDITION TO THE PARTNERSHIP AGREEMENT

This Annual Joint Plan is an integral part of the Partnership Agreement and aims to spell out the detailed and concrete activities of how to achieve the objectives of the partnership. After annual revision this plan will be renewed annually as part of the Partnership Agreement. The Articles under the Partnership Agreement also apply for this agreement.

## ARTICLE 2: SPECIFIC TERMS AND CONDITIONS

The need for financial contribution from both parties will be discussed as and when the need arises. Other terms and conditions spelled out in the Partnership Agreement will apply

### Overview of financial contributions for volunteers:

	<b>NRs.</b>
<b>VSO Nepal:</b>	Volunteers Allowance & Rent
<b>CAC Nepal:</b>	

## ARTICLE 3: OBJECTIVES AND ACTIVITIES

For the above-mentioned period the following objectives and activities have been mutually agreed upon:

<b>Specific Objective 1:</b>	<b>To develop and promote a five-year strategic plan for Community Action Centre-Nepal, clearly spelling out the organizational purpose for the period of 2006 - 2010</b>
<b>Major Success Indicators:</b>	<ul style="list-style-type: none"> <li>- Review of the Programme-based projects and plans developed</li> <li>- Staff, beneficiaries and board participating in review and implementation of the plan</li> </ul>
<b>Activities by VSO-Nepal:</b>	<ul style="list-style-type: none"> <li>- Refresher training for all staff in updating the Strategic Plan</li> <li>- Hold regular updates on strategic planning process and implementation</li> </ul>
<b>Activities by CAC - Nepal:</b>	<ul style="list-style-type: none"> <li>- Translate main points of strategic plan into Nepali for Community Mobilisers</li> <li>- Develop a CAC-Website</li> <li>- Continue to activate the Board</li> </ul>
<b>Expected date of completion:</b>	<p>March 2008 - completion of refresher training and implementation of activities into annual workplan .</p> <p>April 2008 - Website to go on-line</p>
<b>Specific Objective 2:</b>	<b>To develop the capacity for resource mobilization and management for CAC-Nepal</b>
<b>Major Success Indicators:</b>	<ul style="list-style-type: none"> <li>- Funding/resources received or anticipated by CAC-Nepal</li> <li>- Increased beneficiaries', staff &amp; board members involvement in resource mobilization</li> </ul>

<b>Activities by VSO-Nepal:</b>	<ul style="list-style-type: none"> <li>- Supporting in identification of donors , resources and resource mobilisation action plan</li> <li>- Conduct resource mobilisation/proposal writing training for staff</li> </ul>
<b>Activities by CAC-Nepal:</b>	<ul style="list-style-type: none"> <li>- Identify and contact potential funders</li> <li>- Develop beneficiaries income generation programmes</li> <li>- Develop, submit and follow up project proposals</li> <li>- Conduct fundraising/resource mobilization through all appropriate means</li> <li>- Develop and market project proposals with, and for beneficiary groups</li> <li>- Hold meetings to link CAC-Nepal with national and international partners</li> <li>- Ensure application of, and adherence to the financial management policies</li> </ul>
<b>Expected date of completion:</b>	<p>April 2008 – Staff training in resource mobilisation/proposal writing training</p> <p>August 2008 – Website training conducted for specific staff</p>

<b>Specific Objective 3:</b>	<b>To implement comprehensive and appropriate human resource management and development for CAC-Nepal</b>
<b>Major Success Indicators:</b>	<ul style="list-style-type: none"> <li>- An updated and approved human resource management and development policy document for CAC-Nepal (in English)</li> <li>- Staff training on HR policy rights and responsibilities held.</li> <li>- All staff have terms of reference and an appointment letter.</li> </ul>
<b>Activities by VSO-Nepal:</b>	<ul style="list-style-type: none"> <li>- Clear job descriptions and terms of reference are developed for all staff</li> <li>- Orientation on existing and updated HR policies</li> <li>- Staff performance evaluations developed</li> <li>- Mid-level management training carried out for staff.</li> <li>- Ensure clear communication regarding HR management policies</li> </ul>
<b>Activities by CAC-Nepal:</b>	<ul style="list-style-type: none"> <li>- Follow-up and implement human resource management and development policies as appropriate</li> <li>- Staff award system put in place</li> <li>- Main points of HR policy translated into Nepali</li> <li>- Staff evaluations carried out for all staff within project period.</li> </ul>
<b>Expected date of completion:</b>	<p>February 2008 - Mid-level management training completed.</p> <p>March 2008 – Job descriptions completed for all staff</p> <p>May 2008 – Staff appraisals and evaluations carried out.</p>

<b>Specific Objective 4:</b>	<b>To strengthen the capacity of CAC-Nepal to undertake appropriate project and programme planning, monitoring and evaluation</b>
<b>Major Success Indicators:</b>	<ul style="list-style-type: none"> <li>- Adequate documentation of organizational effects, impacts &amp; lessons learnt</li> <li>- Timely compilation of organizational progress reports (quarterly &amp; annual)</li> <li>- Timely feedback/information sharing with stakeholders</li> <li>- Coherent planning and reporting by &amp; among organizational projects</li> <li>- Monitoring and evaluation of behaviour change of beneficiary group</li> </ul>
<b>Activities by VSO-Nepal:</b>	<ul style="list-style-type: none"> <li>- Facilitate refresher workshops on M and E</li> <li>- Identify and coach selected 2 staff members to support in the M&amp;E function</li> </ul>

<b>Activities by CAC-Nepal:</b>	<ul style="list-style-type: none"> <li>- Share M and E Training with all staff</li> <li>- Plan for, and undertake activities highlighted in the M&amp;E framework</li> <li>- Undertake organizational annual review</li> <li>- Compile and disseminate organizational annual report</li> </ul>
<b>Expected date of completion:</b>	<p>February 2008 – CAC-Nepal have M &amp; E training</p> <p>May 2008 - Sharing of M &amp; E training with staff</p> <p>May 2008 Organisational M &amp; E framework developed.</p>

<b>Specific Objective 5:</b>	<b>To develop an IT Plan for CAC-Nepal</b>
<b>Major Success Indicators:</b>	<ul style="list-style-type: none"> <li>- Updated IT system including networking, file sharing</li> <li>- Staff are knowledgeable about IT system in CAC-Nepal.</li> <li>- Website is running and updated monthly by staff.</li> </ul>
<b>Activities by VSO-Nepal:</b>	<ul style="list-style-type: none"> <li>- Assess current IT needs of CAC-N</li> <li>- Conduct preparation for hosting of Website</li> </ul>
<b>Activities by CAC-Nepal:</b>	<ul style="list-style-type: none"> <li>- Website developed and hosted</li> <li>- Monthly updates are conducted by staff</li> </ul>
<b>Expected date of completion:</b>	<p>April 2008 – IT assessment completed</p> <p>April 2008 – website hosted</p> <p>August 2008 - IT training completed for all staff</p>

**SIGNATURES**

On behalf of CAC-Nepal

On behalf of VSO Nepal

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**Ms. Tulasa Lata Amatya,**  
**President**

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**Ms Tracey Martin**  
**Country Director**

Witness

Witness

Date:

Place: