



THE VICTORIA AFRICAN AID INTERNATIONAL STRATEGIC PLAN ON POLITICAL, JUSTICE, ELECTORAL OBSERVATION AND HUMAN RIGHTS, RACIAL RELATIONSHIPS, AND WOMEN EMANICIPATION APPROACH IN AFRICA, UK, SOUTH AMERICA, ASIA, EUROPE, NORTH AMERICA AND THE REST OF THE WORLD.

GEPP

Time frame (Quarters)			Short term objective	Activity	Planned Output	Indicator	MOV	Risks and Assumption	Budget (USD)
O	N	D							
Strategic Objective 1: Strengthened capacity of citizens to influence planning and budget processes at International and National levels for improved Global society especially Africa by 2024.									
Output 1.1 : 280 VBC members capacities enhanced in Budget monitoring and service delivery tracking in 9 countries by 2024									
			To generate information on service delivery for influencing country policies.	Conduct 10 gender budget monitoring and tracking exercises in the education, health and agriculture sectors in 5 countries of Uganda, Brazil, Nigeria, Japan and South Africa.	10 budget monitoring exercises conducted in 5 countries	No. of monitoring visits conducted	Monitoring tools Monitoring reports Pictures	Duty bearers will be willing to share information	535.12 VACSI II
					2 VBC monitoring exercises per country	No of issues identified for redress			
				1 exercises per VBC.					
				Conduct 6 monitoring exercise in 3 countries of UAE, South Africa and France	6 monitoring exercises conducted	No of monitoring exercises	Monitoring reports Pictures	Service providers willing to share information	RTI 374.58
					3 countries covered	No and nature of issues identified			
				2 VBC monitoring exercises per country					



Time frame (Quarters)			Short term objective	Activity	Planned Output	Indicator	MOV	Risks and Assumption	Budget (USD)
O	N	D							
				Conduct 6 monitorings in 3 countries of United Kingdom, Japan and Brazil	6 monitoring exercises 2 monitorings per country 2 VBCs participating per country	No of monitoring exercises No of issues identified No of VBCs participating	Monitoring report Pictures	No political interference	FF II 374.58
Output 1.2: At least 92 Members of Parliament, Country Councilors, Technocrats and CSOs capacities enhanced in gender responsive budgeting by 2023									
			Enhance capacities of Legislators in gender responsive budgeting	Organize a training workshop for councilors from 2 countries of Tanzania and Egypt on FP	<ul style="list-style-type: none"> 1 training workshop on FP organized 30 councilors attending 2 countries covered 	<ul style="list-style-type: none"> No of training workshops on FP organized No of councilors attending No of countries covered 	<ul style="list-style-type: none"> Training report Registration lists 	<ul style="list-style-type: none"> Availability of expert to conduct, training Councilors prioritize the training 	3157.21 PPG
			To establish a GRB learning center	Conduct meeting to develop road map for GRB center establishment	<ul style="list-style-type: none"> 1 meeting organized 	No of meetings organized	Road map in place	Availability of GRB experts	None



Time frame (Quarters)			Short term objective	Activity	Planned Output	Indicator	MOV	Risks and Assumption	Budget (USD)
O	N	D							
				Complete GEPM training manual	<ul style="list-style-type: none"> 1 GEPM training manual developed 	No of manuals developed	GEPM training manual	Availability of GRB experts	1605.5 (to be identified)
				GRB Centre	<ul style="list-style-type: none"> 1 website developed 3 days training on GRB organized No of people trained 	<ul style="list-style-type: none"> No of websites developed No GRB training organized No of people trained 	Website address participants lists GRB expert contracts		
				Launch of the GRB Centre	<ul style="list-style-type: none"> GRB Centre Launch held 100 people attending 	<ul style="list-style-type: none"> No of launches held No of people attending the launch 	Participants list		
Output 1.3 Credible GRB information and Knowledge products generated and disseminated to stakeholders by 2024									
			To generate information on FP financing and performance	<ul style="list-style-type: none"> Analyze and disseminate information on FP budgets to the communities in 2 countries 	<ul style="list-style-type: none"> 1 gender audit of FP Budgets No of consultants contracted 	<ul style="list-style-type: none"> No of audits conducted No of consultants contracted 	Consultant Contract NPPFA audit	Availability of experienced consultants	220.75 PPG
			To generate information on FP financing and performance	<ul style="list-style-type: none"> Develop 1technical policy brief on FP 	<ul style="list-style-type: none"> 1 policy brief developed 1 consultant contracted 	<ul style="list-style-type: none"> No of consultants contracted 	Consultants Contracts FP Policy briefs	Availability of experienced consultants	



Time frame (Quarters)			Short term objective	Activity	Planned Output	Indicator	MOV	Risks and Assumption	Budget (USD)
O	N	D							
						<ul style="list-style-type: none"> No of reports printed 		Timely availability of FP budget information	
				<ul style="list-style-type: none"> Analyze Health Sector MPS identifying FP advocacy issues replacing the MPs training on FP financing 	<ul style="list-style-type: none"> 1 gender analysis of the Health Sector Ministries of Health (MoH) 	<ul style="list-style-type: none"> No of gender analyses 	Consultant contracts FP advocacy issues	Availability of experienced consultants	3224.1
			Develop a gender policy for VACSI	<ul style="list-style-type: none"> Review and finalize VACSI Gender policy 	<ul style="list-style-type: none"> 1 gender policy reviewed and finalized for board approval 	<ul style="list-style-type: none"> No of gender policies developed 	Draft Gender policy	Availability of staff to review the policy	
Output 1.4 Space provided for 2400 Citizens to influence planning and budgeting processes at national level and in 10 countries									
			Increased Citizens participation in planning and budgeting processes	Organize 6 International budget dialogues in United States and France countries	6 International budget dialogues on FP	<ul style="list-style-type: none"> No of International budget dialogues held No of participants attending dialogues No issues prioritized by International members 	Attendance list Dialogue reports Photographs	Conducive political environment	321.07 PPG



Time frame (Quarters)			Short term objective	Activity	Planned Output	Indicator	MOV	Risks and Assumption	Budget (USD)
O	N	D							
				Conduct 6 International dialogues with the duty bearers in 3 countries of United kingdom, Japan, Brazil	6 International dialogues conducted in 3 countries 50 people per dialogue	No of International budget dialogues held No of participants attending dialogues No issues prioritized by International members	Attendance list Dialogue reports Photographs	Limited political influence	374.58 FFII
				Conduct 10 International dialogues with the duty bearer in Uganda, Brazil, Nigeria, Japan and South Africa.	10 International dialogues conducted for 50 people in the 5 countries 50 people per dialogue	No of International budget dialogues held No of participants attending dialogues	Attendance list Dialogue reports Photographs	Limited political influence	1070.24 VACSI II
				Conduct 6 International dialogues with the duty bearers in South Africa, UAE and France.	6 International dialogues conducted in the 3 countries	No of International budget dialogues	Attendance list Dialogue reports	Limited political influence	RTI 481.61



Time frame (Quarters)			Short term objective	Activity	Planned Output	Indicator	MOV	Risks and Assumption	Budget (USD)
O	N	D							
					50 people attend each of the dialogues	No of participants attending dialogues	Photographs		
				Organize 6 interface meeting on family planning in 2 countries of Nigeria and India	Hold 6 interface meetings on FP for 100 people 6 duty bearers attend the meeting	No of interface meetings No of participants attending interface meetings. No of duty bearers attending No of commitments made by duty bearers	Participants Lists Meeting reports	Availability of Duty bearers to attend interface meetings Conducive political environment	428.1 PPG
				Conduct 5 interface meetings with the duty bearers in Uganda, Brazil, Nigeria, Japan and South Africa. Each meeting will be attended by 100 International members.	5 interface meetings conducted for 250 people At least 5 duty bearers attend each meeting	No of interface meetings No of participants. No of duty bearers attending No of commitments	Participants List Meeting report	Availability of Duty bearers to attend interface meeting Conducive political environment	1070.24 VACSI II



Time frame (Quarters)			Short term objective	Activity	Planned Output	Indicator	MOV	Risks and Assumption	Budget (USD)
O	N	D							
						made by duty bearers			
				Conduct quarterly VBCs interface meetings in UAE, South Africa and France	3 interface meetings held in 3 country's (1 per country) 50 participants attend each dialogue At least 3 duty bearers attend each meeting	Number of interface meetings held Number of participants and duty bearers attending Number of issues generated for redress	Attendance lists Interface meetings reports	Political environment conducive to conduct VBC meetings	(RTI) 642.14
				Conduct VBCs interface meetings in United kingdom, Brazil and Japan	3 interface meetings for at least 100 International members At least 3 duty bearers attend each meeting	Number of interface meetings held Number of participants Number of issues generated for redress	Attendance lists Interface meetings reports	Political environment conducive to conduct VBC meetings	401.34 FFII



Time frame (Quarters)			Short term objective	Activity	Planned Output	Indicator	MOV	Risks and Assumption	Budget (USD)
O	N	D							
			Influence the National Development Plan II from a gender perspective	Formation of a gender consortium on the NDPII	10 gender experts form consortium	No of consortiums formed No of gender experts in the consortium	Meeting minutes Participants lists	Gender experts prioritize the consortium	535.12 VACSI 1
				Parliamentary Engagements on the National Development Plans (NDPs)II	2 Parliamentary meetings held 20 MPs reached	No of meetings held No of people attending No of issues prioritized for advocacy	Meeting minutes Participants lists	MPs will priorities the meeting	1605.5 VACSI 1
			To strengthen the capacity of VACSI to effectively execute her mandate	Develop 1 donor proposal	1 donor proposal developed	No of proposals developed	Proposal developed and submitted to potential donor	Availability of funding opportunity	



WOMEN AND LEADERSHIP PROGRAMME

Time frame (Months)			Short term objective	Activity	Planned Output	Indicator	MOV	Risks and Assumption	Budget (USD)
O	N	D							
Strategic outcome 2: Increased effective women’s participation in decision making processes at national and local level by 2024									
Output 2. 1: 168 Civic education and empowerment exercises conducted									
			To raise civic consciousness on electoral processes to enhance citizens active participation in the 2024 elections South	Conduct 30 voter education meetings encouraging women of voting age to participate in elections	30 civic (voter) education meetings conducted for 1500 people. Each meeting for 50 people	No. of voter education meetings held No. of countries covered No. of women, PWDs, youth	Contracts signed Attendance lists Reports	Stable political environment	1204.02 (RTI)



		Africa (2024), and Uganda (2026)		30 meetings in UAE, South Africa and France (RTI)	and men attending the meetings	Evaluation forms		
		To enhance participation of women and youth in delivering a conflict and violence free elections for Uganda through the women's Situation Room.	Conduct an assessment mission for the Women's Situation Room for peaceful elections in Uganda	Conduct assessment meetings with various stakeholders including women, the Electoral Commission, security agencies, relevant government ministries political parties and media practitioners as well as youth groups on the necessity of establishment of the Women's Situation Room	No. of Assessment meetings held No. of Stakeholders attending the assessment meetings	A VACSI report of the needs, proposed structure & strategic intervention of the VACSI Attendance lists	No political misunderstanding of the activity	VACSI WOMEN <i>(funds to be handled by ISIS but we are participating in the project)</i>



			Conduct trainings on peaceful elections	300 women and youth observers trained to observe and report any potential of violence during the elections from a gender perspective	No. of observers trained No. of trainings conducted	Training reports Attendance lists	Stable political environment	VACSI WOMEN (<i>as above</i>)
			Conduct VACSI steering committee coordination meetings	Conduct 6 bi-monthly steering committee coordination meetings attended by 10 members	No. of steering committee coordination meetings conducted No. of participants attending the meetings	Meetings reports Attendance lists	Stable political environment	VACSI WOMEN (<i>as above</i>)
		To provide a platform for women and youth to debate and interrogate public accountability	Conduct women and youth country mock Parliamentary sessions in United Kingdom, South Africa and Rwanda	3 women and youth mock parliaments held in three countries 30 women and youth form each parliament in each country	No of women and youth attending the mock parliaments.	Attendance lists	Women and youth do not become partisan	738.47 (RTI)



		and service delivery issues			No. of issues raised during mock parliaments	Mock Parliament reports		
Output 2.2 Enhanced Participation and influence of 87 women leaders in legislative and policy processes at local and national level by 2024								
		Enhanced Knowledge of women leaders in Politics and transformational leadership	One Orientation of trainers for the women candidates trainings	A pool of 30 trainers from 12 countries of Rwanda, Ivory coast, Cape Verde, Namibia, South Sudan, Ethiopia, Somalia, Ghana, Gambia, United States and Eswatini. trained in leadership and effective campaign skills	1 two-day orientation held for 30 trainers	Training reports Attendance lists Trainers' contract	Stable political environment	6148.52 DGF/AFRICANAID (to be funded directly by AFRICANAID)
		Enhanced research for advocacy for gender equality	Update the Women's Agenda identifying the current social, political and economic	1 review of the Women's Agenda carried out.	No. of reviews made	Contract Final copy of the updated	Limited political interference	1337.8 (VACSI 2)



			development challenges inhibiting women. Include new development goals and targets at national and regional level			women's agenda published		
		Enhance the capacity of 6 Women International Based in Organizational development and budget advocacy.	6 SOCIETY NON-PROFITS assisted to register organizational documents	6 groups benefit from this activity 3 groups and 15 people from each country targeted	No of people trained No of groups targeted No of countries covered	Training reports Registered documents for SOCIETY NON-PROFITSs	SOCIETY NON-PROFITSs willing to be assisted	335.79 (RTI)
		To increase the oversight function of councilors in gender accountability of	Facilitate women and youth caucuses to conduct quarterly field verification visits and gender monitoring exercises in 6 sub-counties	3 field verification and gender monitoring exercises in 3 countries of UAE, France and South Africa.	No. of field verification exercises conducted	Monitoring reports Registration forms	Councilors get time to participate in the exercises	224.75 (RTI)



		budget and service delivery						
		Enhanced Knowledge of women leaders in Politics and transformational leadership	Establishing Leadership Advisory desks in 6 countries of Uganda, Germany, Egypt, South Africa, Japan, Brazil, Nigeria.	6 leadership advisory desks established in 6 countries. (Furniture procured and set up in the country offices) LADs equipped with information materials including: <ul style="list-style-type: none"> • Reprinting the Winning Campaign- 500 copies • National Constitution 50 copies 	No. of leadership advisory desks established No. of LAD information materials procured	Receipts Invoices	Conducive political environment	936.46 Structures 2180.61 Information materials (VACSI 11)



			<ul style="list-style-type: none"> Local Government Act-50 copies Domestic Violence Act-50 copies Female Genital - Mutilation Act-50 copies 				
		Conduct leadership advisory mentoring sessions for aspiring female candidates in the countries of Uganda, Germany, Egypt, South Africa, Japan, Brazil & Nigeria.	<p>21 monthly mentoring sessions for aspiring women candidates held in 7 countries.</p> <p>3 leadership mentoring sessions held in each of the countries</p>	No. of women attending the leadership mentoring sessions trainings	List of participants in the mentoring sessions Mentoring reports	Limited political interference	1123.75 (VACSI 11)
		Conduct a training on elective campaign procedures for 50	One 2-day training conducted for at least 50 women candidates from	No. of women candidates trained	Attendance list	Limited political interference	2250.18 VACSI 11



		women candidates at the national level.	various countries at the national level.	No of trainings carried out	Training report Media report	Conducive political environment		
		Conduct one women candidate training on elective campaign procedures for 50 women candidates in 12 countries	12. 2-day training for 600 women candidates from 12 countries of Rwanda, Ivory coast, Cape Verde, Namibia, Zambia, South Sudan, Ethiopia, Somalia, Ghana, Gambia, United States and Eswatini At least 50 women candidates attend each training.	No. of women candidates trained No of trainings carried out	Attendance list Training report Media report	Limited political interference	151605.5 WDG/AFRICANAID	
		To increase participation and influence of women in political	Launch of the booklet on profiled women's	1 day launch conducted attended by at least 40 people	No. of launches held	Launch reports	Conducive political environment	1979.94 (FORD FOUNDATION)



		processes and leadership	candidature for 2024 elections		No. of people attending the launch	Attendance lists Receipts Photos		
		To enhance the capacity of South Sudan MPs in effective legislative engagement	Conduct a training in Effective Legislative Engagement for South Sudan MPs	1 training conducted for 50 MPs in South Sudan	No. of trainings held No. of MPs trained	Registration form Training report	Situation in South Sudan will be stable	13377.99 VACSI Women – South Sudan
		To fundraise for the organisation	Develop one fundraising concept note	1 concept note developed and submitted	No. of concept notes developed & submitted	Final copy of the concept note	Availability of funding opportunities / call for application	N/A



MONITORING, EVALUATION AND LEARNING UNIT

Strategic Outcome: Increased usage and operationalization of Monitoring and Evaluation (M&E) system by staff for systematic information Collection, analysis and shared learning by 2024									
<ul style="list-style-type: none"> Output 4.1: Quarterly monitoring Visits organized in 14 countries by 2024 Output 4.2: Document progress and Impact of organisational work by 2024 									
Time Frame (Quarters)			Short term Objective	Activity	Target	Indicators	Means of verification	Assumptions and Risks	Budget
Oct	Nov	Dec							
Output 4.1: Quarterly Monitoring Visits organized in 15 countries by 2023									
			To assess progress on implementation of project activities	Monitor the project activities	1 monitoring visits conducted in Egypt country	No. of monitoring visits conducted No. of countries covered Evidence of grassroots International members demanding for gender accountability in local and national budgets	Activity Monitoring report Success stories documented	Conducive political environment Stable security situation Support from the International Availability of sufficient resources	VACSI – 342.48
Output 4.2: Document progress and Impact of organisational work by 2023									



Strategic Outcome: Increased usage and operationalization of Monitoring and Evaluation (M&E) system by staff for systematic information Collection, analysis and shared learning by 2024									
<ul style="list-style-type: none"> Output 4.1: Quarterly monitoring Visits organized in 14 countries by 2024 Output 4.2: Document progress and Impact of organisational work by 2024 									
Time Frame (Quarters)			Short term Objective	Activity	Target	Indicators	Means of verification	Assumptions and Risks	Budget
Oct	Nov	Dec							
			To reflect on performance of the project/Programme implementation against targets – consolidate and analyze project/programme results	Annual planning meeting	<ul style="list-style-type: none"> 1 annual planning meeting conducted 1 programme and financial reports developed 	<ul style="list-style-type: none"> No of meetings conducted No. of programme and finance performance reports developed 	<ul style="list-style-type: none"> Minutes of the meeting Quarterly programme reports Annual report 	Timely availability of information	PPG – 1605.5 VACSI – 802.68
			Documentation of VACSI story	Document VACSI story	<ul style="list-style-type: none"> Data analyzed First draft of story developed 	<ul style="list-style-type: none"> No. of interviews done No. of models developed 	<ul style="list-style-type: none"> Reports KII & FGDs Stories from VACSI founders and staff with institutional memory 	Availability of VACSI founders and Staff with Institutional memory	\$4,500
			To enhance staff knowledge and skills in M & E	Train, orient and mentor Staff in data collection,	Programme staff, field officers and interns trained and mentored	<ul style="list-style-type: none"> No. of staff trained and mentored No. of meetings held 	Training/orientation reports	Availability of resources	Internal



Strategic Outcome: Increased usage and operationalization of Monitoring and Evaluation (M&E) system by staff for systematic information Collection, analysis and shared learning by 2024

- **Output 4.1: Quarterly monitoring Visits organized in 14 countries by 2024**
- **Output 4.2: Document progress and Impact of organisational work by 2024**

Time Frame (Quarters)			Short term Objective	Activity	Target	Indicators	Means of verification	Assumptions and Risks	Budget
Oct	Nov	Dec							
				analysis and utilization					



COMMUNICATIONS UNIT

Outcome: Increased visibility, publicity and profile of VACSI and her programs by December 2023											
<ul style="list-style-type: none"> Output 3.1 31612 knowledge and publicity materials produced by 2023 Output 3.2 : 6169 media events organized by 2023 Output 3.3: 1 VACSI Communication and advocacy strategy developed 											
O	N	D	Short term objective	Activity	Planned output	Indicator	MOV	Risks and assumptions	Donor	Budget (USD)	
			Output 3.1 31612 knowledge and publicity materials produced by 2023								
			To share VACSI's work and opinions on gender, democracy and governance	Newsletter production	One quarterly newsletter produced. One editor contracted	No of newsletters printed and published	Contract and invoices	Timely Production of newsletter articles		1600	



			Weekly Newsletter	One e-Weekly newsletter produced	Number of Newsletters published on the web	Copies of e newsletters	Timely availability of information especially from the field Reliable internet		-
			Writing blog stories	6 blog stories published	No. of blog stories posted on to VACSI blog	Blog stories on website	Reliable internet		-
		To enhance VACSI's visibility	Design and produce the 2023 Calendar	2023 calendar designed 1000 copies of the 2023 calendar printed	No of copies produced	Invoices and copies of the calendar	Availability of funds		1993.32
			Design and produce 2023 Christmas Cards	Christmas cards designed	No of copies produced	Invoices and copies of Christmas cards	Availability of funds		642.14



				1000 copies of Christmas cards printed					
		To enhance VACSI's online platforms	<p>Post daily social media updates</p> <p>Tweets on issues of gender and VACSI activities</p>	<p>200 face book posts</p> <p>200 tweets</p> <p>200 new likes on Facebook</p> <p>100 new followers on twitter</p>	<p>No of tweets</p> <p>No Facebook posts</p> <p>No of new followers on twitter</p> <p>No of Facebook likes</p>	Tweets and FB posts	The internet will be reliable		
<p>• Output 3.2 : 6169 media events organized by 2023</p>									
		To increase visibility on aspiring women leaders in different regions of the country	Carry out transit adverts profiling aspiring women leaders	At least 10 buses procured for transit adverts	No of bookings made and women leaders profiled	<p>Audio recordings</p> <p>Bus monitoring reports</p>	Production costs remain constant	VACSI II	7759.23



		To organize media activities in support of FP	Radio talk shows	10 radio talk shows (8 radio talk shows in 2 countries of United States and Egypt 2 at national level)	No. radio talk shows held	Radio/order forms Radio Logs, LPOs, Soft Copy Recordings	Media houses will be able to provide free space for VACSI work	PPG	1765.23
		Increased visibility of women's issues and maintaining them on the national agenda	Development of a media strategy that will facilitate the profiling of the Women's Agenda.	At least 20 radio talks shows held	No of radio shows held	Radio recordings	Conducive environment	FORD	4816.08
		Conduct 5 radio talk shows	5 Radio talk shows held in 5 countries of Nigeria, South Africa, Brazil, Uganda, Japan attended by at least 4 people per talk show	Hold 5 Radio talk shows At least 3 people attend each talkshow	No of radio talk shows held No of people attending the talkshows	Radio recordings	Environment conducive for talk shows to take place	VACSI II	1337.8



		Enhance knowledge of women leaders in Politics and Transformational Leadership	Reproduction of the “Winning Campaign”	At least 500 copies of the “Winning Campaign” reprinted	No of books printed	Winning campaign publication Delivery notes		VACSI II	2180.61
			Printing of the updated Women’s Agenda	1000 copies of the updated Women’s Agenda printed	No of books printed	Updated Women’s Agenda Delivery note		VACSI II	1070.24
		To garner support for Women Leaders and amplify women’s issues	Run a media campaign for women’s leadership, run radio and TV talk shows and develop IEC materials	Run 18 radio talk shows Run 3 TV talk shows 1 every month	<ul style="list-style-type: none"> no of radio talk shows no of TV talk shows 	No of bookings made	Favorable political environment	VACSI II	21070.24
<p>• Output 3.3: 1 VACSI Communication and advocacy strategy developed</p>									
		Analyze the impact of the organizations knowledge and publicity materials and her social media interactions	Conduct a survey on the impact of the organization’s materials and social media interactions	One survey conducted	No of surveys conducted	Consultants contract	Availability of funds		1070.24 (funds to be identified)



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			One consultant contracted	No of people reached	Survey report			
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INFORMATION TECHNOLOGY (IT)

Strategic Outcome: Increased visibility, publicity and profile of VACSI and her programs by December 2023 <ul style="list-style-type: none"> Output 3.4: Have an intranet of at least 40 computers effectively communicating and fully functional Output 3.5: Maintain and improve a vibrant and informative website 										
Oct	Nov	Dec	Short-Term Objective	Activity	Planned Output	Indicators	Means of Verification	Risks & Assumptions	Donor	Budget
			<ul style="list-style-type: none"> To ensure that the VACSI website is available and up to date at all times 	<ul style="list-style-type: none"> Website management & update 	<ul style="list-style-type: none"> Update program information on the website Upload of old and new publications to the website 	<ul style="list-style-type: none"> An appealing and up to date website Website uptime above 98% per specified period 	<ul style="list-style-type: none"> Presence of the latest publications on the website Invoice and receipt for renewal of hosting 	<ul style="list-style-type: none"> Internet stability Stability of Service provider's equipment / platform 	<ul style="list-style-type: none"> Internal 	
			<ul style="list-style-type: none"> To ensure that all VACSI staff are able to send and receive emails at all times. 	<ul style="list-style-type: none"> Mail and domain services management 	<ul style="list-style-type: none"> Manage user mailboxes Update mailings lists Weekly check on mail server queue processing speeds 	<ul style="list-style-type: none"> An effective email system in place Updated mailing lists 	<ul style="list-style-type: none"> Users able to send and receive mails Availability reports 	<ul style="list-style-type: none"> Internet stability 		
				<ul style="list-style-type: none"> Windows server administration 		<ul style="list-style-type: none"> Active Directory users and Objects management 	<ul style="list-style-type: none"> Windows domain login environment Automated file and folder synchronization 	<ul style="list-style-type: none"> Server does not break down Stable Access to ISP's 	<ul style="list-style-type: none"> Internal 	802.68



Strategic Outcome: Increased visibility, publicity and profile of VACSI and her programs by December 2023 <ul style="list-style-type: none"> • Output 3.4: Have an intranet of at least 40 computers effectively communicating and fully functional • Output 3.5: Maintain and improve a vibrant and informative website 										
Oct	Nov	Dec	Short-Term Objective	Activity	Planned Output	Indicators	Means of Verification	Risks & Assumptions	Donor	Budget
						<ul style="list-style-type: none"> ▪ Group policy cleanup ▪ Centralized storage management ▪ Configuration and maintenance of failover server 	<ul style="list-style-type: none"> ▪ working on all client PCs 	<ul style="list-style-type: none"> ▪ network for failover 		
			<ul style="list-style-type: none"> ▪ To ensure full time internet and intranet connectivity of all computers and devices 	<ul style="list-style-type: none"> ▪ LAN administration and support 	<ul style="list-style-type: none"> ▪ LAN connectivity on all computers, printers and the internet. ▪ Regularly check the state of network switches and the access point ▪ Re-terminate all broken or faulty LAN links 	<ul style="list-style-type: none"> ▪ Full time connectivity to the internet ▪ Full time intranet connectivity 	<ul style="list-style-type: none"> ▪ Stable access to other equipment on the network and to the internet. 	<ul style="list-style-type: none"> ▪ Stability of network on service providers' side directly affects our service level 		



Strategic Outcome: Increased visibility, publicity and profile of VACSI and her programs by December 2023 <ul style="list-style-type: none"> Output 3.4: Have an intranet of at least 40 computers effectively communicating and fully functional Output 3.5: Maintain and improve a vibrant and informative website 										
Oct	Nov	Dec	Short-Term Objective	Activity	Planned Output	Indicators	Means of Verification	Risks & Assumptions	Donor	Budget
			<ul style="list-style-type: none"> To ensure that all IT equipment in good working condition. 	<ul style="list-style-type: none"> IT equipment maintenance and servicing 	<ul style="list-style-type: none"> One preventive maintenance on all computer systems One preventive maintenance on all computer systems in countries offices Monthly PC tune up. Updated Windows and ensure systems receiving updates. Updated Antivirus software on all systems 	<ul style="list-style-type: none"> No. of computers serviced. Computers are in good working condition No of field offices visited and computers serviced. 	<ul style="list-style-type: none"> Maintenance sheets Receipts Activity reports 	<ul style="list-style-type: none"> Users are able to minimize virus infections by following set guidelines 		133.78
			<ul style="list-style-type: none"> To backup all essential organizational information for 	<ul style="list-style-type: none"> Organizational Data backup 	Monthly external Backups of VACSI information A central storage of backed up data	<ul style="list-style-type: none"> # of computers backed up 	<ul style="list-style-type: none"> Activity reports 	<ul style="list-style-type: none"> Backup medium not corrupted Users are willing to 	<ul style="list-style-type: none"> Internal 	107.02



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Oct	Nov	Dec	Short-Term Objective	Activity	Planned Output	Indicators	Means of Verification	Risks & Assumptions	Donor	Budget
			disaster recovery.			<ul style="list-style-type: none"> ▪ Existence of central storage 		organize their folders logically for all data to be captured		
			<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Procurement of equipment 	<ul style="list-style-type: none"> ▪ Procure 3 computers and 1 printer under PPG and VACSI II ▪ 	<ul style="list-style-type: none"> ▪ # equipment procured 	<ul style="list-style-type: none"> ▪ Invoices and receipts 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ VACSI ▪ PPG 	3601.36
			<ul style="list-style-type: none"> ▪ To enhance communication / advocacy with key partners and target groups 	<ul style="list-style-type: none"> ▪ Bulk sms administration 	<ul style="list-style-type: none"> ▪ SMS communication to members around the AGM 	<ul style="list-style-type: none"> ▪ # lists created ▪ # members per list 	<ul style="list-style-type: none"> ▪ SMS log files ▪ Confirmation SMS 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	53.51



RESOURCE CENTRE:

Output 3.5 Enhanced Access to quality information resources among the public and VACSI stakeholders									
Time frame			Short term objective	Activity	Target	indicators	Means of verification	Assumption and Risks	Budget
Oct	Nov	Dec							
			Increased knowledge based information resources	Identify agencies that provide free information resources	1 organisation identified	No of agencies identified	Availability of this information in the Resource centre.		
				Download electronic information resources	10 new electronic information resources downloaded	No. of new electronic information resources downloaded	Link available		
			Improved access to the information resources & VACSI publications by stakeholders	Accessioning of new information resources	25 new information resources accessioned	No of new information resources accessioned	Accession stamp in the new information resources		
				Cataloguing of new information Resources & VACSI publications (print & electronic)	25 new Information Resources & VACSI publications catalogued (Print and electronic).	No of new information resources & VACSI publications catalogued	Functional e-library customised on VACSI website. A link for access of the electronic resources (in case of open access)		
				Spine labelling of the new information resources	25 new information resources spine labelled	No. of information resources spine labelled	Spine labels on the book spines		



			Regularly updating the Online Public Access Catalogue (OPAC)	25 new information resources added in the OPAC	No. of new information resources added in the OPAC	Functional OPAC		
			Updating of the Dissemination list	Dissemination list updated	No of entries updated to their new location	Dissemination list		
			Dissemination of new VACSI publications to stakeholders	1,000 copies of new VACSI publications disseminated to stakeholders	No. of copies of new VACSI publications disseminated to stakeholders		New VACSI publications printed	133.78
			Binding of Newspapers	30 volumes of newspapers bound	No. of newspaper volumes bound	Availability of Bound volumes of newspapers		240.80
			Abstracting newspaper articles in VACSI thematic areas	5 newspaper articles in VACSI thematic areas abstracted	No. of newspaper articles in VACSI thematic areas abstracted	Abstracted newspaper articles displayed on the notice board		
			Build the organisation repository	15 documents added in the repository	No of documents added in the repository	Accessibility of VACSI publications online	Installation of the Dspace software	



MANAGEMENT AND ADMINISTRATION PROGRAMME

Time frame			Short term objective	Activity	Planned Output	Indicator	Means Of Verification	Risks and Assumption	Donor	Budget (USD)
O	N	D								
			A Framework for Managing staff issues put in place	Policy development and review	Draft the Anti-corruption Policy. Draft Gender Policy to be reviewed by secretariat	No. of draft policies in place Comments made by staff to policies	Draft policies in place	Staff will have time to make input to draft policies		
			To engage in international conferences for dispatching opinions To digest our electoral Observation mission.	International standards and updates of current electoral observation formation	<ul style="list-style-type: none"> ▪ United Kingdom extra-ordinary general assembly ▪ Japan IIERD, conference and Asia elections ▪ Brazil benchmarking public report. 	Timely visa processing for the representatives	Facilitate trips by our representatives.	Our representatives will have to make reports to respond to our problem statements.	Africanaid	5656.86
			To sustain the Institutional framework for decision making and monitoring organization activities	Governance & Secretariat meetings	<ul style="list-style-type: none"> ▪ 1 Programme and Finance Committee meeting to be held ▪ 1 Human Resource Committee meeting to be held 	No. of resolutions passed. No. of Governance and Secretariat meetings held.	Minutes of Board, Finance and HR Committee meetings as well as the Program meetings AGM minutes	Availability of funds to hold Governance meetings.	OPS	2735.80



Time frame			Short term objective	Activity	Planned Output	Indicator	Means Of Verification	Risks and Assumption	Donor	Budget (USD)
O	N	D								
					<ul style="list-style-type: none"> ▪ 1 Board Meeting to be held ▪ 1 AGM to be held ▪ 8 Program Meetings to be held 		<p>Attendance lists</p> <p>Progress reports, work plans and minutes</p>	Staff ability to attend meetings.		
			To sustain staff satisfaction for enhanced performance.	Staff welfare	<ul style="list-style-type: none"> ▪ 3 Monthly Staff meetings ▪ Allowances for 32 VACSI staff and 16 radio staff to be paid. 	<p>No. of staff meetings held</p> <p>Amount of salaries and benefits paid</p>	<p>Minutes of staff meetings</p> <p>Acknowledgement forms</p>		Different donors	22749.82
			To share information with partners and raise awareness on VACSI activities.	Preparation of Reports	<ul style="list-style-type: none"> ▪ 4 Periodic financial reports (DGF AFRICANAID, RTI, PPG 	No. of periodic reports submitted to development partners.	Narrative and financial reports	Timely availability of information from all staff		



Time frame			Short term objective	Activity	Planned Output	Indicator	Means Of Verification	Risks and Assumption	Donor	Budget (USD)
O	N	D								
						No. of reports submitted to Board and Finance Committee members No. of quality reports produced				
			To enhance staff knowledge and skills to effectively implement activities.	Staff Appraisals	Staff Performance Appraisals	No. of Staff Appraised	Staff appraisal forms	That the end of year will not be too busy		
			To enhance the organization's capacity to implement planned activities.	Procurement of Office equipment	Equipment to be procured	No. and type of equipment procured	Invoices Assets register Insurance policies	Availability of funds to procure equipment		
			To ensure smooth running of organization activities.	Office Administration	Rent paid for Japan, Uganda, Germany country offices	Amount of rent paid	Tenancy agreements	Availability of funds	OPS	642.14



Time frame			Short term objective	Activity	Planned Output	Indicator	Means Of Verification	Risks and Assumption	Donor	Budget (USD)
O	N	D								
					Payment of office Utilities (water, electricity), Airtime, Office sundries, Office lunch, Telephone Fuel etc) paid.	Amount of utilities paid	Receipts			3937.46
			To improve the organization's financial base	Resource mobilization	At least 3 concept notes/proposals written	No. of new donors on board No. of proposals submitted and approved	Signed cooperation agreements Acknowledgement of receipt for the funding application.	Availability of funding calls as year is ending That donors will continue to prioritize funding for women's rights work	-	-