

FSD JINJA-UGANDA VIRTUAL INTERNSHIP COMMUNITY-BASED DEVELOPMENT PROJECT PROGRAM OUTLINE:

OBJECTIVE: To achieve students learning in doing International Sustainable Development work while sustaining positive community outcomes.

PREAMBLE:

- FSD consults with host organizations having the preferred sectors, to identify willingness to host virtual internships and to identify viable research proposal that benefits the community. The Host Organizations present the research proposal to FSD for review.
- FSD sends available opportunities to the University.

STEP ONE – APPLICATION/ ACCEPTANCE:

- The application must specify the Purpose, Expectations and applicant's Interest. Students should be assigned into groups based on interest.
- The host organizations will be matched based on student interest

STEP TWO – STUDENT-COMMUNITY MEETING

- The first step will be an opening FSD introduction Meeting hosted virtually, with all participants on the same start date.
 - Communication expectations
 - Program Timeline
 - Introduction to other students
 - The students will be led on a community orientation where FSD introduces the student to the organization and the supervisor. The Host Supervisor will give the student the background including ongoing projects and the context of the project proposal. The student introduces themselves to the organization and gives their motive for engaging in this program.
 - The HO Supervisor will provide documents, links, historical information, etc. about the organization and the community that the student will be working with to the students.
 - The organization will select the community where the research is going to take place. The student will virtually meet key and target members of the community to begin building relationships and start to get to know each other before research is conducted.
 - FSD will be there to supervise to make sure that students have the research and learning outcomes.
 - FSD will lead a reflection at the end of Step 2.
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STEP THREE – INTRODUCTORY ORIENTATION WORKSHOPS

This overview is intended to prepare the students for the experience ahead of them.

- FSD will orient the students in the following topics to prepare for the internship:
 - Language training
 - Culture shock
 - History and Culture of Uganda
 - Working with host organization.

- FSD will lead a reflection at the end of Step 3.

STEP FOUR – COMMUNITY ASSESSMENT/ASSET MAPPING

- This step starts with the community assessment/asset-mapping workshop for the students. The community would have been trained prior to the start of the internship.
- The HO Supervisor will provide a lot of information about the organization and the community the student will be working with to the students.
- The students will virtually meet the community they work with and get to know each other before the community assessment exercise.
- With the facilitation of FSD and the HO, students will conduct the assessment virtually and make a community assessment report.

STEP FIVE – PROJECT DESIGN AND MANAGEMENT

- This step starts with the project proposal and work plan development workshop for the students.
- The students will be guided to select the Project Topic from the community assessment report.
- Write a project proposal using the findings of the community assessment activity and submit the Proposal to the Host Organization (HO) for approval. The HO will forward the proposal to FSD to verify the Sustainable development appropriateness.
- FSD and HO together give a go ahead to the students to start the workplan development activity. The work plan **must** specify the responsible persons for each planned activity from the community, the student, and the host organization. The workplan will be submitted to the HO for approval and forwarded to FSD for sustainability verification.

BUDGET DEVELOPMENT:

- The workplan process will be followed by the Budget development workshop and the creation of a budget for the proposed workplan by the student.
- Upon approval of the budget by the HO and FSD, the seed fund will be paid to the HO to partially finance the implementation of the proposed project.
- The HO Supervisor will be overseeing the utilization of the seed fund on behalf of the organization; there must be a community member responsible for budget management and the student is responsible for monitoring and managing the Budget. The three will be responsible for making a budget report at the end of the internship.
- FSD will facilitate the process to have all this happen smoothly.

STEP SIX – PROJECT IMPLEMENTATION

- This step starts with the Monitoring and Evaluation (M&E) workshop for the students. This is due to the fact that the student work will majorly focus on the M&E activities during the implementation phase.
- The community will carry out the physical implementation of the project guided by the designed workplan, under the supervision and facilitation of the HO & FSD. The student will consult with host supervisors, FSD staff, and community leaders to monitor progress, identify any arising challenges and find solutions.
- The student will virtually join in the activities whenever possible. The HO & FSD will record videos and take pictures to update the students on what transpired in their absence.
- [TBD?] Host organizations to potentially provide additional activities to students outside of the project scope but supporting the mission of the organization that can be completed virtually. These activities could include policy writing, website development, social media management, financial reviews, etc.

STEP SEVEN – PROJECT REPORT AND PRESENTATION

- Students will submit a draft report to FSD one week before the close of the program after confirming with the Host Supervisor. FSD will submit its feedback to the students and the student will submit their Final Research Report.
- The students will deliver a Project Presentation to the community using virtual tools at the close of the program.

STEP EIGHT – VIRTUAL GUEST SPEAKERS (SUPPLEMENTARY SESSIONS)

- Shall host guest speakers on topics of importance suggested by the students that are not necessarily connected to their Development Projects but connected to education in nature.
- Will have a host family member as one of the guest speakers to give students what the host family experience is. The host family member will show some traditions and cultures from a Ugandan family such as food, family life, music, current events, household dynamics, etc.
- Provide some Uganda/education specific activities that students will complete on their own time to account for some differences in time change. These can include movies, books, news reports, etc.
- Etc....

STEP NINE – REFLECTIONS AND PROJECT EVALUATION:

- There will be reflection every after each stage to assess the students' aptitude, the challenges and takeaways.
- There will be a collective Midterm and Final evaluation/reflection and individual online evaluation on the entire experience.
- Attend respective group exit interviews by FSD Jinja – Uganda.

OTHER REQUIREMENTS

PROGRAM FEES:

Thank you for your interest in the Foundation for Sustainable Community-Based Development's virtual internship program in Jinja, Uganda. We are able to offer a specialized program for the virtual opportunity to significantly reduce costs

The program fee covers all the in-country costs for the program, including the following items:

- Orientation
- Training workshops in sustainable development principles, project planning and budgeting, program evaluation, community assessment, and proposal writing OR basics of Community Based Participatory Research (CBPR)
- Local mobile phone and mobile WIFI for FSD staff
- Money for local transportation (FSD Staff movement between host organization and the development project)
- In-country support from your FSD Uganda team 24/7
- Seed funding for the sustainable development project
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THE PROGRAM FEES BREAKDOWN/DETAIL: 8-WEEK PROGRAM

Program Items:	Cost	Notes
<i>Program Implementation Costs:</i>		
Host Organization seed fund	\$300	Contribution towards the implementation of internship project with the community
Technology Fund	\$100	Acquiring the necessary technology & software to help us facilitate the internship virtually
<i>Program Coordination and Training:</i>		
Funds to Prepare for the program	\$100	Program support prior to internship start date.
Transportation for in-country staff	\$250	Include visits to the Host Organization; the community and networks; facilitating meetings and training outside of FSD office.
Communication for in-country staff	\$150	Includes airtime for coordination with Host Supervisor & community members; internet for Zoom meetings; wireless connectivity in the field; online communication to student
In-country support from FSD staff	\$200	Program administration. training in sustainable development; online workshops; on the ground direct support for student's project or /research implementation. Guest speakers
\$1,100		

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