

Mentoring & Reporting Schedule

Over the 10-month period for which the organisation is funded, you will be required to develop a schedule with a maximum of 15 days of mentoring time.

How your schedule is drawn up must be negotiated between yourself and the contact person at the NGO in such a manner that the mentoring runs concurrently with the implementation of the programme.

This schedule should include:

Preparatory work:

- Read documentation in your pack and become familiar with its content.
- Make telephone contact with the NGO to introduce yourself and arrange the first visit.

Initial contact visit:

This should take place within the first four weeks of being contracted as a mentor and will help you:

- establish a working relationship with the NGO's contact person;
- clarify the mentoring programme, its aims and objectives;
- familiarise yourself with the NGO's programmes, management and administration;
- reflect on the small grant activity plan; establish what activities have already been implemented, how these have been measured and what activities have been planned for the future;
- identify areas that require support and assistance; and
- draw up a schedule for visits to the NGO in accordance with the small grant plan and its time frame.

Operational schedule:

Draw up a schedule for ongoing mentoring in conjunction with the contact person at the organisation.

This schedule must be appropriate and accommodate the following within your given time allocation:

- regular site visits and meetings with the contact person;
- regular telephone support and communication with the contact person; and
- administration.

Reports:

Complete and submit five reports during this period (format provided):

- Initial (introductory visit);
- First (2nd month);
- Mid-term (done in conjunction with the POLICY Project staff member);
- Follow-up (8th month); and
- Final (10th month).

Accompany the POLICY Project on site visit:

- Assist the POLICY Project in its evaluation and assessment of the NGO's performance in meeting the goals and objectives as set out in the small grant activity plan.

Termination or renegotiation of contract:

- If further financial support to the NGO is suspended or the POLICY Project no longer needs your services, an exit visit must be undertaken.