



TRAINING REFLECTION
November - December 2024

Evaluating and strengthening the impact of AIC projects Part 2: Concrete project example

In this document, we will apply the steps outlined in the training reflection “Evaluating and strengthening the impact of AIC projects” (Part 1) to a concrete example.

1. Building a project on solid foundations

a) Identifying problems

AIC volunteers noticed that in the community they were visiting daily, children were often sick. Speaking with the families, they identified several problems:

- **Poor access to water** (mainly dirty water), resulting in poor personal hygiene.
- **Little food variety**, resulting in deficiencies (malnutrition, weakness, among others).

*When children got sick, their families did not have the **financial resources** to go to the doctor and/or buy medicine. Volunteers therefore identified three problems:*

- 1) Access to water
- 2) Food variety
- 3) Financial resources

b) Taking into account the people interested in the project

The volunteers began to think about a project, but to make sure that families were really interested, they called a meeting in the community. They presented their first thoughts and the three main problems they had identified (see point a).

Everyone was invited to give their opinion on the idea(s) and to contribute their own suggestions concerning the list of families who wished to participate, companies it would be interesting to contact, organizations and authorities that could support the project. It is important to involve the entire community to ensure the long-term success of the project and that the beneficiaries take ownership of it.

c) Outlining the project and the necessary steps to implement it

With the information gathered during the meeting and respecting the wishes of the community, volunteers chose to focus on the issue of access to water.





Together they defined:

An overall objective (the desired impact): To improve the human dignity of families in XXXX (city, country).

A specific objective: Create sustainable access to safe drinking water for families in XXXX (community, city, country).

The desired results:

- *Families have access to safe drinking water.*
- *Families have been trained in the management and maintenance of the equipment that allows access to water.*
- *Families have been sensitized/trained on basic personal hygiene.*

How will these results be achieved? Here one should write down all the steps that are necessary to achieve the results:

- *Define the type of water access desired (well, cistern, fountain, etc.)*
- *Raise funds for the facility (project, donations, sales, etc.)*
- *Hire workers or ask some beneficiaries if they can offer labor*
- *Train community members to manage and maintain the equipment*
- *Raise community awareness with regard to basic hygiene*
- *Contact local authorities to request financial and/or personnel support for works or for training and/or influence community decisions so that the project becomes part of a real public health policy*

What human resources are required?

- *Workers*
- *Trainers*
- *Volunteers*
- *Community members*
- *Representatives of the local authorities...*

What kind of material do we need?

- *Construction material*
- *Training material (paper, pencil, informative documents, etc.)*

What are the financial resources needed and how to raise the funds to implement the project?

- *Evaluate the cost/establish a budget, with all necessary expenses for the activities*
- *Respond to a call for projects (Dominique Prize or Delva Prize from AIC Solidarité) or request support from AIC Solidarité*
- *Private donations*
- *Sales*
- *Request to local authorities...*



2. Evaluating the results and impact of our actions

a) Evaluating the process

Once we have gathered enough funds and planned the activities, we can begin to implement the project.

The easiest thing to do is to create a table (like the one below) that summarizes all the activities and the results we are trying to achieve.

Objective	Results	Activities
Creating sustainable access to safe drinking water for families in XXXX (community, city, country)	1. Families have access to safe drinking water	<ul style="list-style-type: none"> Evaluate the cost Raise funds Contact local authorities to request financial support and/or human resources for the works Purchase/find construction material Hire workers Set up a water access point
	2. Families have been trained in the management and maintenance of the equipment that allows access to water	<ul style="list-style-type: none"> Define the content of the training Determine how many families want to attend training Determine the number and dates of workshops Evaluate the cost Raise funds Contact local authorities to request financial support and/or human resources for training Purchase/find teaching material (paper, pencils, informative documents, etc.) Hire trainers Carry out the specified number of training sessions
	3. Families have been sensitized/trained on basic personal hygiene	<ul style="list-style-type: none"> Define the content of the training Determine how many families want to attend training Determine the number and dates of workshops Evaluate the cost Raise funds Contact local authorities to influence community decisions so that the project becomes part of a real public health policy Purchase/find teaching material (paper, pencils, information documents, etc.) Hire trainers Carry out the specified number of training sessions



This table can be used to keep track of volunteers' activities and to have an overview of the project.

b) Measuring our actions

Volunteers can use the table created previously to include indicators to enable them to measure progress/changes produced by the results.

Objective	Results	Indicators	Activities	Verification tools
<p><i>Creating sustainable access to safe drinking water for families in XXXX (community, city, country)</i></p>	<p><i>1. Families have access to safe drinking water</i></p>	<ul style="list-style-type: none"> <i>• A type of water access has been set up</i> 	<ul style="list-style-type: none"> <i>• Evaluate the cost</i> <i>• Raise funds</i> <i>• Contact local authorities to request financial support and/or human resources for the works</i> <i>• Purchase/find construction material</i> <i>• Hire workers</i> <i>• Set up a water access point</i> <i>• Evaluate</i> 	<ul style="list-style-type: none"> <i>• Invoices</i> <i>• Photos</i> <i>• Employment contracts</i> <i>• Record the number of hours worked by contractors, beneficiaries and volunteers</i> <i>• ...</i>
	<p><i>2. Families have been trained in the management and maintenance of the equipment that allows access to water</i></p>	<ul style="list-style-type: none"> <i>• XX families have been trained</i> <i>• Trained family members pass on the information to their family/community members</i> <i>• Families set up a group to manage/maintain water access material</i> <i>• ...</i> 	<ul style="list-style-type: none"> <i>• Define the content of the training</i> <i>• Determine how many families want to attend training</i> <i>• Determine the number and dates of workshops</i> <i>• Evaluate the cost</i> <i>• Raise funds</i> <i>• Contact local authorities to request financial support and/or human resources for training</i> <i>• Purchase/find teaching material (paper, pencils, informative documents, etc.)</i> <i>• Hire trainers</i> <i>• Carry out the specified number of training sessions</i> <i>• Create a follow-up group</i> <i>• Evaluate</i> 	<ul style="list-style-type: none"> <i>• Training material</i> <i>• Lists of participants</i> <i>• Workshop agenda</i> <i>• Invoices</i> <i>• Photos</i> <i>• Contracts</i> <i>• Water management agreement</i> <i>• ...</i>



Objective (continued)	Results (continued)	Indicators (continued)	Activities (continued)	Verification tools (continued)
Creating sustainable access to safe drinking water	3. Families have been sensitized /trained on basic personal hygiene	<ul style="list-style-type: none"> • Diseases have been reduced • XX families have been trained • ... 	<ul style="list-style-type: none"> • Define the content of the training • Determine how many families want to attend training • Determine the number and dates of workshops • Evaluate the cost • Raise funds • Contact local authorities to influence community decisions so that the project becomes part of a real public health policy • Purchase/find teaching material (paper, pencils, information documents, etc.) • Hire trainers • Carry out the specified number of training sessions • Evaluate activities 	<ul style="list-style-type: none"> • Medical follow-up of communities • Training material • Lists of participants • Workshop agenda • Invoices • Contracts • Photos • Number of children who are sick before the project ↔ number of children who are sick after access to safe water has been set up • ...

After this step, volunteers created a timetable to set the deadlines within which these results could be obtained.

c) Drawing conclusions and sharing what we have learned

During the project, and using the values obtained with the monitoring table, volunteers realized that women did not participate much in the management and maintenance workshops (result 2). The women went to the market to sell products while the men participated in the training workshops.

Talking with the women, the volunteers proposed to hold additional workshops on natural soap making so that the women could sell them in the market and thus integrate it into personal hygiene workshops (result 3). In this way, the women participated in the workshops, made soaps and could sell them to generate financial resources.

Volunteers were able to involve the authorities to provide the raw materials necessary for the manufacture of natural soaps, thus limiting costs for the families.

Another element that emerged during the project was that the fundraising campaign was not very successful. For this reason, the volunteers reduced expenses for training materials.



Speaking of this problem with the community, the women suggested to sell food to raise funds. From what was collected through these sales, one part went to the project and the other to the families. They held several food sales during the year to support the project.

3. Communicating effectively throughout the project

Using photos taken during the project, volunteers shared their experience with other AIC groups through social media.

In addition, they were able to obtain funding from AIC Solidarité and other donors. They therefore added into their planning the production of a full report to justify the proper use of funds. Throughout the project, they made sure to keep all invoices, contracts and other important documentation.