Instructions:

The goal of this tool is to document program models implemented by Firelight partners, to highlight the range of programs and their effectiveness. This documentation will be consolidated and be available to our partners and other peer organizations for their review, learning, and possible adaptation/application.

Most organizations run several programs. Please use this form to document one or two of your key programs. Use one form for each program model you are documenting. Please provide answers that are informative but brief (please follow the word limits provided). The goal is to provide a clear overview of the program, but not to overload the reader with too much information. The reader can always reach out to you for more information if they wish.

If a particular section is not clear, please reach out to the Learning & Evaluation team at Firelight ([learning@firelightfoundation.org](mailto:learning@firelightfoundation.org)) for clarification. If a particular section does not apply, indicate “Not applicable” or leave it blank.

| ***Name of Program***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ***Name of Organization***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
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| **Section and Explanation** | **Response** | | | | | |
| **Organization description**  Provide a short description of the organization – how it started, what its goals are, and the kinds of programs or services it provides. (100 words max) |  | | | | | |
| **Context**  Describe the context, with specific attention to factors that affect the target population and the program. Highlight aspects of the policy environment, community environment, etc. that relate to your target population and program. (150 words max) |  | | | | | |
| **Challenge/s addressed by program**  Describe specific challenges, problems, or issues that the program aims to address. For example, low levels of access to primary education, high levels of malnutrition, specific challenges faced by girls and young women, etc. (50 words max) |  | | | | | |
| **Opportunity/ies addressed by program**  Describe specific opportunities or strengths that the program builds on. For example, perhaps the community is engaged and mobilized on a particular issue, or the youth in the community are energetic and eager to participate in a particular activity, or the organization’s staff recently received training on a particular skill, etc. (50 words max) |  | | | | | |
| **Target population**  Describe the target population(s) for the program – for children/youth include age range. (50 words max) |  | | | | | |
| **Needs / strengths assessment**  Were the target population’s needs and strengths assessed? How? What were the findings? (100 words max) |  | | | | | |
| **Theory of change**  Describe the theory of change held by the organization with regards to how this program effects change in the community.  A theory of change is like a roadmap that shows the contributing factors and pathways that are intended to lead to a desired change. A theory of change will usually involve one or two statements including the following components: (a) problems/needs/opportunities; (b) strategies; (c) target population; (d) short-term outcomes; (e) long-term outcomes.  For example: *In ABC community, children under the age of 5 experience high levels of malnutrition (a – problem). Community members are eager to address this issue and improve their children’s health outcomes (a – opportunity). XYZ organization trains mothers and other caregivers to prepare nutritional foods using locally available, low-cost resources (b – strategy and c – target population) so that the mothers and caregivers can provide more nutritious meals to their children (d – short-term outcome), child malnutrition rates are reduced in the community, and children grow and develop in healthy ways (e – long-term outcome).*  Theories of change are sometimes difficult to articulate. Focus on the strategy used, and how it is expected to lead to the desired change.  (100 words max) |  | | | | | |
| **Program description**  Describe the program – how it operates (type of program, content/curriculum if appropriate, frequency of program, number of beneficiaries). Also describe if the program links strategically with another program run by your organization, by another organization, by government, etc. (250 words max) |  | | | | | |
| **Focus of program**  What is the focus of the program (select all that apply)? | Community engagement and empowerment  Economic empowerment  Health  HIV/AIDS  Nutrition  Early childhood development  Primary education  Secondary education  Parenting  Psycho-social well-being  Child protection / child rights  Gender  Girls’ empowerment  Youth development  Social accountability, advocacy, civic engagement  Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Length, frequency, duration**  How long is the program, what is the frequency of the program, and what is the duration of the program?  Examples:   * Child comes to preschool for 4 hours (length) daily Monday through Friday (frequency), from September through May, from when the child is 3 years until s/he enters school (duration) * Home visits take place with each family for 30 minutes (length) each week (frequency), from when the child is identified as at risk until they are no longer at risk – average 6 months (duration) * Community members are invited to attend a two hour session (length) each month (frequency) on an ongoing basis (duration) * Radio segments are 5 minutes long (length) and are aired twice daily (frequency) during the month of January.   (50 words max) |  | | | | | |
| **Community engagement – general**  Describe if and how the program engages the community. Which community members are involved? What do they do? (150 words max) |  | | | | | |
| **Community engagement – specific**  Please tell us if community members are informed, consulted with, or involved in decision-making at different stages in program development and evaluation.  Mark Y in the boxes reflecting ways in which community members are engaged at different stages of program development and evaluation. | **Stage** | **Community members are informed** | **Community members are consulted, surveyed, or interviewed** | **Community members participate / collaborate** | **Community members are involved in decision-making** | **N/A** |
| Assessment of needs, strengths, and priorities |  |  |  |  |  |
| Developing program and/or action plans |  |  |  |  |  |
| Identifying communities and/or recruiting participants for programs |  |  |  |  |  |
| Implementing program |  |  |  |  |  |
| Monitoring implementation of program |  |  |  |  |  |
| Evaluating outcomes of program |  |  |  |  |  |
| Reflecting on progress and learnings |  |  |  |  |  |
| Revising program design and implementation based on learnings |  |  |  |  |  |
| **Policy environment**  Describe if and how the program coordinates with, supports, complements, strengthens, or leverages existing policies or government structures. Describe also if and how the policy environment supports, complements, or deters the program. (100 words max) |  | | | | | |
| **Government engagement**  Describe if and how government is engaged with this program. (50 words max) |  | | | | | |
| **Enablers**  Describe factors that enable successful implementation of the program. For example, holding meetings with district government to ensure their support, working closely with community leaders and establishing community ownership of the program, knowledge and skills in early childhood development at the organization, etc. (50 words max) |  | | | | | |
| **Limiters**  Describe factors that limit or challenge successful implementation of the program. For example, lack of vehicle to make field visits, challenges in the policy environment, lack of time to build relationships with communities, etc. (50 words max) |  | | | | | |
| **Location(s)**  Describe the geographic location(s) in which the program has been successfully implemented (if there are areas where the program was unsuccessful, you can discuss these in the Lessons Learned / Additional Considerations section). Provide the name of the city, district, country, etc., and indicate whether it is an urban, peri-urban, or rural setting. (50 words max) |  | | | | | |
| **Human resources required**  Describe the human resources required for successful implementation of this program (e.g., number of staff/volunteers involved in direct implementation and estimate amount of time dedicated to the project). (50 words max) |  | | | | | |
| **Financial and material resources required**  Describe the financial and material resources required for successful implementation of this program (e.g., vehicle, refreshments, per diems, etc.) (50 words max) |  | | | | | |
| **Community contributions**  Describe ways in which communities contribute human, financial, and/or material resources for the program. (50 words max) |  | | | | | |
| **Cost analysis**  What is the estimated cost per beneficiary?  What is the estimated cost per community / center / group?  If you are unable to calculate this estimate, please describe what information is available in your financial and beneficiary records, and what additional information you would need to gather in order to be able to calculate the cost analysis.  (50 words max) |  | | | | | |
| **Key stakeholders**  Describe who the key stakeholders are in this program, and if/how they are involved in programmatic decision-making. Stakeholders are people who have an interest in the program, such as implementers (program staff, volunteers, etc.), decision-makers, beneficiaries, etc. Decisions around where to implement the program or who participates in the program might be made only by program staff, or they might be made by or with others such as community leaders, headteachers, community health workers, district government, etc. (50 words max) |  | | | | | |
| **Adaptations**  Describe any ways in which the program can be adapted in different contexts and with different levels of human, material, and financial resources. (100 words max) |  | | | | | |
| **Monitoring, evaluation, and learning**  Do you have and use a plan to monitor, evaluate, and learn in this program? What indicators are you interested in? What data are you gathering? (100 words max) |  | | | | | |
| **Evidence of impact/outcomes**  Describe any quantitative or qualitative changes observed in the community and/or target population as a result of this program. (150 words max) |  | | | | | |
| **Potential for sustainability**  What is the likelihood of this program sustaining itself in the years ahead? Please explain your reasoning. (50 words max) |  | | | | | |
| **Potential for scalability**  What is the likelihood of this program growing or being replicated by other organizations in the years ahead? Please explain your reasoning. (50 words max) |  | | | | | |
| **Potential for systemic change**  What is the likelihood of this program resulting in systemic change in your community, district, or country? E.g. shifts in community norms, changes in policy, changes in service delivery. Please explain your reasoning. (50 words max) |  | | | | | |
| **Lessons learned and additional considerations**  Describe any lessons learned and/or additional issues that other organizations should consider if they want to implement or adapt this program (200 words max) |  | | | | | |
| **Contact information**  If a person or organization wanted more information about this program, perhaps to adapt it for their context, who should they contact and how can they reach them? (Name, email, phone number, website) |  | | | | | |
| **Additional resources**  Please share any additional resources/references that would be helpful in understanding and/or implementing this program? (e.g., links to online documents, other organizations that have implemented similar programs, etc.) |  | | | | | |
| **Information filled out by**  Specify the name, position, and contact information for the person who filled out this form. This will let us know whom we can reach out to if we have additional questions about the program model. |  | | | | | |
| **Date this form was filled**  Specify the date this program model was documented. This will enable us to make sure we have updated versions of program models. |  | | | | | |
| **Photos provided**  We would appreciate a few photos of the program if you have them. | Yes / No | | | | | |
| **Photo consent available for each person in photos**  If you do wish to provide photos, please indicate whether or not you have consent from the people in the photos for their publication / sharing. If you do not have permission, we will leave those photos out of any document we publish / share. | Yes / No | | | | | |

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| If you have any feedback on how to improve the structure of this form, please provide it here. Thank you! |
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