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"Act!ivate"

A project to build the Alliance of Caribbean Telecentres (ACT!)

Project document

Draft v.5.3 May 08
With newly reviewed budget and timeline for funding request
to telecentre.org v1 was in Oct 2007

1   Project Objective

Build/set up and initially maintain the core mechanisms of the Caribbean Telecentres (ACT!) as a regional framework for sharing and collaboration among Caribbean telecentres.

2   Background

The project concept is based on the outputs of the Caribbean Telecenters workshop, held in Dominican Republic in July 2006 (http://taiguey.org/CTW/) , with more than 60 telecenter related stakeholders.

Post workshop task force defined the *Alliance of Caribbean Telecentres (ACT!)* and this project aims to put in place the mechanism and organization-ware for its sustainability.

The Alliance of Caribbean Telecentres (ACT!) has the objective to enable and promote sharing and collaboration among Caribbean telecentres, to strengthen the impact of telecentres initiatives in the communities.
> *This includes objectives*
>> o *Facilitating knowledge sharing and information exchange*
>> o *Facilitating the development of collaborative projects*
>> o *Facilitating technical peer to peer support and/or access to external technical support to telecenters of the region*
>> o *promoting the digital democracy/inclusion and the right to information and to inform*
>> o *promoting community empowerment and transformation capacity into the rural and urban marginal communities*

See full ACT! document at:
 http://taiguey.org/CTW/doc/CTW-task-force-ACT!-proposal-1-ENG.pdf

3   Expected results:

After 2 years:

i.   ACT! is vibrant, autonomous, self-managed, sustainable community of Caribbean telecentre stakeholders.
ii. Members interacts via virtual space and face to face events, network, share information (general and thematic), learn, access resources, services and tools, collaborate in regional projects, etc..
iii. It uses a multilingual online platform that supports a helpdesk, services channeling, and multiple sections/discussion channels, and databases.
iv. A team of alliance members animates thematic discussions, web sections, develops services and tools, and coordinate regional collaborative projects
v.   Telecenter managers and promoters have developed capacities (via peer learning, training workshops, access to services and resources, etc.) that allows them to strengthen their telecentre operations;
vi. Collaborative regional projects by members and in benefit of the alliance, have been developed;
vii. 4 Capacity building events have been implemented.

4   Activities

The activities are geared towards

→ Developing animation and facilitation activities to strengthen networking and information sharing (general and thematic) among members
→ Building an online platform that will support multiple sections/discussion, access to resources, helpdesk, access to services and tools, with sections/channels managed by the members
→ Building capacity for telecenter managers and promoters in aspects related to strengthening their telecentre operations;
→ Building capacity in a team of alliance members to animate thematic discussions, web sections, develop services and tools, coordinate regional collaborative projects
→ Promoting the developing of collaborative regional projects by members and in benefit of the alliance, results/outputs to be presented at the annual capacity building event.

4.1   Platform and tools

ACT 1.   Set up the complex web site with several forums/thematic sections/ mailing list(s), database etc. (the ACT! Web site and its thematic exchanges mechanics and all related tools)

ACT 2.   Develop scripts for multilingual automatic translation of messages and content

ACT 3.   Maintain, and upgrade system as needed (Technical coordination Platform)

4.2   *Animation and networking (+ facilitators capacity development)*

ACT 4.   Define ACT! chart have it approved by initial members (CTW workshop participants), Governance aspects -and open and promote the membership

ACT 5.   Facilitate the selection process by membership of the national/task/thematic channel facilitators with their own mandate

ACT 6.   Face to Face Training workshop for facilitators how to use the web, facilitate thematic discussion on line, maintain their thematic section, promote/develop projects, 20 participants. (Governance aspects also be part of this)

ACT 7.   Organize mechanism and facilitate tools for the functioning of the Facilitators committee

ACT 8.   Moderate main mailing list

ACT 9.   Coordination/management of website contents "suppliers"

ACT 10.   Moderation of virtual thematic working groups

4.3   *Research and data*

ACT 11.   Survey and research on Caribbean Telecentres (updating and expanding previous on prepared for CTW), permanently monitoring and updating map/listing.

ACT 12.   Design of the database structure, editorial policy, and content acquisition, approval of resources, management

4.4   *Regional Collaborative projects*

ACT 13.   Support for project development (technical support for members to put up projects together, develop proposal)

ACT 14.   Phase 1 Small Collaborative Project implementation: projects which outputs are material for the annual event. Projects definition will be promoted by the thematic facilitators/groups.
  - → Content /manuals, studies to be used for training workshop at annual event.
  - → Feasibility/concept studies for bigger projects to be also presented/discussed/launched at annual event. (project progress will be blogged on the site)
  - → develop support services (helpdesk), content and shared services for the telecentres in the region

ACT 15.   Phase 2: bigger collaborative project, build on phase 1 outputs and lessons, to be implemented in a year time frame, and presented 2nd event. (project progress will be blogged on the site)

4.5 Annual ACT! meeting/workshop

ACT 16. 4-5 days event that include:
- → training workshop for ACT membership (as: multimedia and radio, sustainability strategies, wireless connectivity, open source software, community empowerment methodologies, platforms, services, etc)
- → Present use and diffuse results of collaborative projects of the ACT! projects results: manuals, methods, tools, helpdesk, acces to services, etc
- → Several parallel tracks (discussions) in all areas for developing projects and services for members,
- → General ACT! assembly

4.6 General coordination and administrations, evaluations

ACT 17. Collegiate coordination (consortium members)
ACT 18. Project Implementation coordination
ACT 19. Project Administration
ACT 20. Project Monitoring and evaluation
ACT 21. Documentation lessons learned of the process

5 Milestones

- → Month 2: chart for ACT! virtual network adopted, list opened to new members
- → Month 3: web site version 1 is up,
- → Month 3: facilitators selected
- → Month 4; workshop for facilitators
- → Month 9: small phase 1 collaborative projects defined
- → Month 9: Start of collaborative projects
- → Month 12: main event with all training workshops, etc
- → Month 16: second main event: ACT! Next step

6 Chronogram

	Permanent activity
	Intense / milestones

Activity / Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
ACT 1. Set up the complex web site	▓	▓	▓														
ACT 2. scripts for multilingual automatic translation		▓	▓														
ACT 3. Maintain, and upgrade system - hosting				░	░	░	░	░	░	░	░	░	░	░	░	░	░
ACT 4. ACT! chart + promote membership	▓	▓															
ACT 5. selection national/task/thematic channel facilitators		▓	▓														
ACT 6. workshop for facilitators				▓													
ACT 7. tools for Facilitators committee				░	░	░	░	░	░	░	░	░	░	░	░	░	░
ACT 8. Moderation of main mailing list	░	░	░	░	░	░	░	░	░	░	░	░	░	░	░	░	░
ACT 9. Web content management				░	░	░	░	░	░	░	░	░	░	░	░	░	░
ACT 10. Moderation / thematic working groups				░	░	░	░	░	░	░	░	░	░	░	░	░	░
ACT 11. Survey and research					▓	▓	▓	▓	▓								
ACT 12. Design of the data base structure, editorial policy, and content acquisition, approval of resources, management		▓	▓	░	░	░	░	░	░	░	░	░	░	░	░	░	░
ACT 13. project development (technical support)					▓	▓	▓	▓	▓	░	░	▓	▓	▓	▓	▓	▓
ACT 14. Phase 1 Small Collaborative Project implementation:						▓	▓	▓	▓								
ACT 15. Phase 2: bigger collaborative project										▓	▓	▓	▓	▓	▓	▓	
ACT 16. Annual event, with workshops, tracks, etc.								▓								▓	
ACT 17. Collegiate coordination (consortium members)	░	░	░	░	░	░	░	░	░	░	░	░	░	░	░	░	░
ACT 18. Project Implementation coordination	░	░	░	░	░	░	░	░	░	░	░	░	░	░	░	░	░
ACT 19. Project Administration	░	░	░	░	░	░	░	░	░	░	░	░	░	░	░	░	░
ACT 20. Project Monitoring and evaluation												▓					▓
ACT 21. Documentation lessons learned of the process												▓					▓

7   Implementation arrangement

The Act!ivate project implementation will be carried out by the CarISnet consortium who is developing activities since 2004 to strengthen ICT4D actors in the Caribbean (Civic strengthening, ICT4D Caribbean online clearinghouse www.carisnet.org).   This will create positive synergies and integration between integrating Act!ivate and Carisnet-2 project that is definition phase.. The group will also benefit from useful lessons learned on implementing a collaborative regional project, from the Carisnet-1.

Current CarISnet consortium members are JSNDP (Jamaica), Fundación Taiguey (Dominican Republic) and DevNet (Guyana), but membership is expected to change/grow soon when Carisnet2 is launched. Letter of intention are being drafted with ICT4D Jamaica that has an important telecentre related project in Jamaica, and AHTIC of Haiti.

In a meeting held in Santo Domingo (nov 30-Dec 2 2006) the CarISnet Consortium agreed to:
- Engage into the Act!ivate project implementation
- have Fundación Taiguey (Dominican Republic) as project leader, and operates in similar mode that CarISnet-1 was implemented, adding to it the lessons from the process of implementing a collaborative, region wide, project.
- The following provisional implementation responsibilities.

Partner	*Implementations responsibilities:*
TAIGUEY	• General project coordination and administration • Main moderation and facilitation aspects / meetings • Organizations of the event if in DR
AHTIC (RDDH)	• Organizations of the event if in HT • Technical coordination Platform
ICT4D	• Some research activities • Support for project development • Monitoring and evaluation, Documentation lessons learned of the process • Organizations of the event if in JA
DevNet	• Some research activities in technical areas • Support for project development • Content and database. • Organizations of the event if in GY

8   Estimated indicative budget for the whole project (US$ 2 years)

This is not what is requested to telecentre.org, but the overall budget estimated.

TOTAL BUDGET (, in US$)				Total	All funding	
Activity	Details	Unit	Q.	Total	year 1	year2
Web. IT systems, nodes, mailing lists				**32,000**	**21,500**	**10,500**
Set up the complex web site	Consultancy – web developer	3,000	1	3,000	3,000	0
scripts for multilingual automatic translation	Consultancy – programmer	3,000	1	3,000	3,000	0
Maintain, and upgrade system+ hosting costs	Consultancy – sys admin, year	3,000	2	6,000	3,000	3,000
Web content management	Consultancy –, year	4,000	2	8,000	4,000	4,000
Design of the data base structure, editorial policy, and content acquisition, approval of resources, management	Consultancy – once	5,000	1	5,000	5,000	0
Translations for documents	Provision	5000	1	7,000	3,500	3,500
Membership, network animation and facilitations				**40,000**	**29,000**	**11,000**
ACT! chart + promote membership, selection national/task/thematic facilitators, Moderation of main mailing list	Consultancy – main facilitation, year	7000	2	14,000	7,000	7,000
workshop for facilitators	Travel and fees 15 persons	18000	1	18,000	18,000	0
Moderation / thematic working groups	Partners contribution	0	1	0		0
Survey and research	Consultancy –, year	4000	2	8,000	4,000	4,000
TC training workshops				**29,000**	**17000**	**12000**
curriculum dev		5000	1	5,000	5,000	0
workshops (facilitation costs only)		2000	12	24,000	12,000	12,000
Small Projects dev support				**118,000**	**59,000**	**59,000**
project development (technical support)	Consultancy –, year	5000	2	10,000	5,000	5,000
Phase 1 Small Collaborative Project implementation:	Small Grants	5000	6	30,000	15,000	15,000
Phase 2: bigger collaborative project	Grants	13000	6	78,000	39,000	39,000
events				**140,000**	**70,000**	**70,000**
Annual event, with workshops, tracks, etc.	Event cost	70000	2	140,000	70,000	70,000
Coordination staff evaluations and administration				**137,000**	**68,500**	**68,500**
Collegiate coordination (consortium members)	Partners contribution	0	4	0		
Project Implementation General Coordination (4 days month)	Consultancy year	1000	24	24,000	12,000	12,000
Content and Training officer (half time)	Consultancy year	2000	24	48,000	24,000	24,000
Project Administration, contract managements, accounting	Consultancy year	500	24	12,000	6,000	6,000
Project Monitoring and evaluation	Consultancies	4000	2	8,000	4,000	4,000
Documentation lessons learned of the process	Consultancies	3000	2	6,000	3,000	3,000
Coordination meetings	Partners travel and DSA	4000	5	20,000	10,000	10,000
Indirect expenses (admin, call etc)		19000	1	19,000	9,500	9,500
		TOTAL		**496,000**	**265,000**	**231,000**

9 Budget requested to Telecentre.org (17 months, DR$)

Activity	Details	Unit	Q.	Year 1	Year 2	NOTES
Web. IT systems, nodes, mailing lists				**374000**	**204000**	
Set up the complex web site	Consultancy – web developer	102000	1	102000	0	
scripts for multilingual automatic translation	Consultancy – programmer	102000	1	102000	0	
Maintain, and upgrade system+ hosting costs	Consultancy – sys admin, year	102000	2	68000	102000	
Web content management	Consultancy –, year	136000	2	0	0	done by content - training officer
Design of the data base structure, editorial policy, and content acquisition, approval of resources, management	Consultancy – once	170000	1	0	0	done by content - training officer
Translations for documents	Provision	170000	1	102000	102000	
Membership, network animation and facilitations				**459000**	**170000**	
ACT! chart + promote membership, selection national/task/thematic facilitators, Moderation of main mailing list	Consultancy – main facilitation, year	238000	2	119000	68000	also done by content - training officer
workshop for facilitators	Travel and fees 15 persons	612000	1	238000	0	
Moderation / thematic working groups	Partners contribution	0	1	0	0	Partners contribution
Survey and research	Consultancy –, year	136000	2	102000	102000	
TC training workshops				**238000**	**68000**	
curriculum dev		170000	1	0	0	done by content - training officer
workshops (facilitation costs only)		68000	12	238000	68000	need find other sources
Small Projects dev support				**0**	**340000**	
project development (technical support)	Consultancy –, year	170000	2	0	0	done by content - training officer
Phase 1 Small Collaborative Project implementation:	Small Grants	170000	6	0	340000	need find other sources (individual projects funding)
Phase 2: bigger collaborative project	Grants	442000	6	0	0	need find other sources
events				**0**	**340000**	
Annual event, with workshops, tracks, etc.	Event cost	2380000	2	0	340000	other sources, as UNDP POETA, ICA etc
Coordination staff evaluations and administration				**1785000**	**1122000**	
Collegiate coordination (consortium members)	Partners contribution	0	4	0	0	Partners contribution
Project Implementation General Coordination (4 days month)	Consultancy year	1000	24	408000	170000	(4 days month)
Content and Training officer (half time)	Consultancy year	2000	24	816000	340000	(half time)
Project Administration, contract managements, accounting	Consultancy year	500	24	102000	102000	
Project Monitoring and evaluation	Consultancies	4000	2	51000	102000	
Documentation lessons learned of the process	Consultancies	3000	2	0	102000	
Coordination meetings	Partners travel and DSA	4000	5	238000	136000	
Indirect expenses (admin, call etc)		19000	1	170000	170000	
		TOTAL for 17 months		**2,856,000**	**2,074,000**	**Total 4,930,000**