

Concordia Volunteer Abroad Program Annual Report: 2010

Prepared By CVAP Administration



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Introduction

Organization Background

Concordia Volunteer Abroad Program (CVAP) was founded in Montreal, Canada in the year 2006. CVAP is a registered non-profit organization incorporated under the Quebec Provincial Laws in the city of Montreal, Canada. It is also a registered non-profit organization in Uganda under Company limited Act in Uganda. Created by students at Concordia University of Canada, CVAP's major mission is to create and facilitate avenues for students to provide and participate in volunteer services in targeted countries of the developing world particularly Africa.

In Uganda, CVAP is in formal partnership with St. Jude's Children Homes where it has established a health clinic with direct voluntary funding from The Mercy Project, an organization established by former volunteer students, currently based in Montreal. CVAP had formal memorandum of understanding with SOS Children's Villages which is a humanitarian international organisation committed to protecting the increasing number of orphaned, destitute, abandoned, neglected and abused children who are exposed to the insecurity and vulnerability of life with no parent or family to support them. CVAP also has an informal partnership with The Christian Outreach Ministry, a faith based organization working within Koro sub-county, providing social development programs to vulnerable community groups.

CVAP believes in working with other partners in its development endeavors. This has prompted the need to continue working with partner organization and entering new partnerships that can provide avenues for Concordia students to participate in the social and economic development processes.

CVAP VISION:

- *An empowered community overcoming social injustice*

CVAP MISSION:

- *We dedicate ourselves to humanity's quest for a happy and healthier lives through facilitating local partnership and providing international students the opportunity to learn and contribute in the local development process*
- *Measure and mitigate our impact on the environment and community to leave positive footprint*
- *To promote respectful intercultural sharing and awareness*

CVAP VALUES:

- Openness
- Accountability
- Respect
- Social justice

ACTIVITY PROFILE 2010

This year, 2010, CVAP did not bring volunteer students from Concordia but maintained its partnership with partners and community members of Gulu. The main reasons for not bringing students in 2010, was based on realignment of the program to suit our partners' needs as well as those of the student volunteers. In this respect, CVAP decided to build its own student facility which will reduce the cost of rents and increase funding for the projects established within the existing partnerships.

Therefore this report will focus on activities of partners that were implemented directly with the assistance of CVAP staff in Gulu and Montreal.

CVAP Administrative Staff Structure and their Roles.

Board of Directors

CVAP is comprised of a Board of Directors who are elected or appointed on annual basis by their appropriate student governmental bodies. The main function of the Board of Directors is ensuring that the program runs in accordance with the stipulated guides and rules. They also support fundraising functions for the organization.

Executive Director

CVAP has an Executive Director, appointed by the Board of directors on a three year contract basis. The Executive Director sits mainly in Canada but oversees the general running of the organization with the help of the Director of Operations who is mainly based in Uganda overseeing programme management.

Director of Operation

CVAP runs its programme in Uganda mainly with the support of the Director of Operations who is appointed to a one year contract by the board of directors. CVAP's Director of Operations is the accounting officer and reports directly to the Executive Director or occasionally to the Board of Directors. The Director of Operations' main role is to oversee programme work in Uganda

Program Coordinator

The Program Coordinator is appointed on annual basis. This year, CVAP did not have a Program Coordinator but instead a Program Assistant whose main role was to facilitate the partnerships established and ensure that the program maintained its presence during the absence of student volunteers.

Volunteers/interns

This year, 2010, CVAP received two interns who provided volunteer support to the organization in Gulu. The main function of the student interns was to provide office and field work activities related with CVAP's program with its current partners.

Program Activities Implemented in 2010.

Project 1: Support St. Jude Healthcare Project

To provide the basic healthcare needs of the children

St Jude Children's Home is a Catholic based organization that provides comprehensive care and support as an orphanage in Gulu District. Since 2009, CVAP became involved in facilitating selected activities at the center and this year, 2010, CVAP undertook the following activities at St Jude.

Activities:

- Purchase and supply medical supplies to St Jude health clinic
- Evaluate the success of the Healthcare Project at St Jude
- Attend meetings with St Jude management to discuss CVAP involvements.
- Donated a computer to facilitate patients record at St Jude
- Participated in their planning processes
- Provided funding for the household utensils

Achievements:

- Three purchases of medical supplies were made within the year 2010
- Evaluated the Healthcare Project and produced a report on the success of the program.
- Several meetings were held with St Jude Management to discuss future CVAP involvements.
- Donated 1 computer set to St Jude to facilitate patients data management
- Provided household utensils

Gaps:

There are so many needs at St Jude which unfortunately CVAP can not address all but just a few specific, particularly the health needs.

Recommendations:

In the future, CVAP should involve itself more on providing sustainable projects like agricultural development to improve fresh food supply which is very essential at the center.

Project 2: Partnership Development

To develop criteria for determining future partners and strengthen the existing partnership that CVAP has in Gulu

In the past, CVAP has been involved in a number of projects which were undertaken in partnership with other agencies which included Health Alert Uganda (HAU), SOS children Villages in Gulu, Christian Outreach ministry based in Koro Sub-county, St. Jude Children's Home, Northern Uganda Malaria Consortium and many community youth groups. Today, CVAP has maintained its link with some of these organizations. This year, 2010, CVAP decided to undertake a further step in realigning its program that will suit its partners and the student volunteers

Activities:

- Hold meeting with CVAP administration to review current partnership status
- Develop criteria for choosing new partners and strengthening the existing partners
- Visit CVAP current partners (St Jude, SOM & SOS) to determine areas of CVAP future involvement with them
- Donate a computer to SOS to facilitate the management of their projects information
- Identify CVAP potential CVAP partners
- Sign a MOU with St. Jude Children's Home and the The Mercy Project

Achievements:

- Meeting held with CVAP team and current CVAP partnership reviewed
- Criteria for selecting future CVAP partners was determined and plan developed to strengthen current CVAP partnerships

- Several meetings held with CVAP's current partners and areas of CVAP involvement determine for the year 2011
- One computer set donated to SOS FSP
- TASO identified as potential future CVAP partner

Gaps:

There could still be changes in the determined areas of CVAP involvement with the partners because some of the partners are still undergoing planning for next year. Some partners were busy and appointments for meetings were not always easy to secure.

Recommendations:

CVAP should focus on building and strengthening the present partnerships at hand.

Project 3: Visit by Concordia University Vice President and CVAP Board Chair.

In July CVAP hosted its Board team from Canada to come and witness the projects' progress in Gulu. A number of activities were undertaken in preparation to welcome and take them through the project.

Activities:

- Planning and budgeting for the visit of CVAP team from Canada
- Organizing traditional dance group to perform traditional dance for the visitors
- Arrange for hotel in Kampala, Gulu and Murchison fall for the visitors
- Arrange for a tour of CVAP of projects with the visitors

Achievement:

- Plan and budget were made to facilitate the visitation of CVAP team in Gulu
- CVAP projects in Gulu were shown to the team from Canada and progress and gaps were noted by the team
- The team successfully completed their visits to CVAP projects in Gulu

Gaps:

There was unstable exchange rate which affected the budgeting process.

Project 4: Evaluation of St Jude Healthcare Project

To assess the success of the Healthcare Project, identify gaps and make recommendations for improvement.

This year 2010, CVAP, the Mercy Project, and St Jude established a basic clinic to address the basic healthcare needs of the children at St Jude Children's Home. In October CVAP and the Mercy Project started a process of evaluating the Healthcare Project which ended in November. The following were taken to arrive at the evaluation report.

Activities:

- Meet with St Jude Management to discuss evaluation plan
- Draw up evaluation plan and circulate it for review
- Conduct evaluation of the Healthcare Project
- Produce the evaluation report

Achievements:

- Meetings were held with St Jude's Management and evaluation plans agreed upon
- Evaluation of the healthcare project was successfully conducted and a report written on the success and challenges of the project

Gaps:

There was difficulty getting in contact with some respondents because they were either on leave or away for some other reasons.

Recommendations:

The Healthcare Project should provide treatment and medical attention to both the children and their caregivers because if the care givers are not healthy then they cannot effectively take care of the children.

Project 5: Support to SOS FSP.

For the last three years, CVAP supported a number of SOS projects, one of which is the Family Strengthening Program, (FSP). This year monitored the progress of the program to determine its impact on the beneficiaries. The following activities were undertaken on the program;

- Meet with SOS staff to go over progress reports and plan for monitoring activities

- Visit the business location for selected loan projects' beneficiaries
- Provide financial aid to enhance the lending capacity of the group
- Donate a computer set to facilitate project document management at SOS
- Provided financial support in agricultural and livestock sector of the family strengthening beneficiaries

Achievements:

- Significant progresses in the loan projects and plan made for improvement in the project
- More financial aid provided to increase the lending capacity of the program to improve members business
- Donated a computer set to facilitate SOS FSP activities
- Significant increases in food basket for the FSP beneficiaries

Gaps:

Some members in the loan project still have adequate business skills which are affecting their business progress.

Recommendations:

More training should be conducted in the area of business improvement to improve the beneficiaries' knowledge in business management.

Project 6: Construction of CVAP Concordia Volunteer/Community Facility

Accordance to our realignment plans 2010, CVAP acquired a plot within Gulu town. The purpose of the facility is to provide an affordable living facility for the students and office space for its Gulu based staff so that CVAP could save on future rents in order to increase its funding for community outreach project. Construction at the site has now begun and we hope to complete it time for 2011 program when we expect to fully resume the program.

CVAP Budget Line for the Program operations & Community Outreach Programs: 2010.

This table illustrates the total funds available for the annual period that were budgeted for the specific program. They do reflect a budget for the period this financial report covers.

Table 1.

Item	CND	UGX
Program Operation	22122.32	48,092,000
Community Outreach	5520	12,000,000
Totals	27642.32	60,092,000

The Expenditure Sheet.

This table illustrates the total funds spent between January & December 2010 on the *Program* and the *Community Outreach Program*.

Table 2.

Item	UGX	CND
Salaries, health insurance & travel expenses	25,625,000	11,787.50
Office expenses: Stationeries, Gas, car maintenance, rents, & phone bills	26,100,000	12006
Community Outreach		
SOS FSP Loan project	2,000,000	920
St. Jude's Health project	3,000,000	13080
FSP agricultural and livestock project	4,000,000	1840
St. Children home housing needs	1,500,000	690
Totals	62,225,000	28623.50