**Basic data Sheet**

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| Name and Address of Applicant | Centre for Communities Education and Youth Development (CCEYD) P.O. Box 1171, TamaleEmail: cceydoffice@gmail.com |
| Country  | Ghana, West Africa |
| Type of Organization | Non-governmental Organization (NGO) |
| Legal Status | **CG080242013 –registrar General**  |
| Contact Person | Abu Ibrahim |
| Name of Project | Youth Empowerment for Livelihood and Growth |
| Project Area | Karaga District, Northern Region, Ghana |
| Duration | 1 Year  |
| Budget | **$55,827.03** |
| Development Aim | Poverty reduction through empowerment for the improvement of living conditions and livelihood standards |
| Immediate Objectives | 1. Increased in the number of sources of employment for young girls and boys2. Increased in the income levels of young girls and boys3. Reduction in rural-urban migration of young girls and boys4. Improved livelihoods in the project area. |
| Expected Results | 1. 80 youth trained in vocational skills2. 80 youth able to increase their income3. 80 youth supported to stay in the district and working |
| Main activities | 1.Vocational skills training in Dress making, Carpentry and joinery, block work and hair dressing2.Training in Business skills and Entrepreneurship3.Training in enlightenment topics: Family life Education, Personal hygiene and Sanitation, HIV/AIDS and STDs |
| Intended Beneficiaries | * The people in the rural communities in the Karaga District, with special emphasis on women, youth (girls and boys)
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**1.0 INTRODUCTION**

**1.1 CCEYD – history, mission and experience**

Centre for Communities Education and Youth Development (CCEYD) is a community based limited by guarantee entity with registration number CG08024013 at the Registrar General Department.

Since registration, CCEYD has been involved in several community development activities in the Northern Regions of Ghana.

CCEYD is into functional Education project for children, Community Life Improvements, Youth and Women empowerment project.

CCEYD has been foundered by Partnership for Child Development (PCD), Dubai Cares, Imperial College of London, Right to Play International, USAID/Ghana Feed the Future (FtF). In CCEYD is basically a community based integrated development programme. The principal objectives of the project is to contribute towards the improvement of the quality of life of the people in the project area thorough functional education, functional employment skills and building the capacity of local people to initiate and implement developmental activities in their communities. CCEYD is currently covering communities in Tamale metro, Sanarigu, Karaga, Gushegu, Savelugu/Nanton, Tolon and Kunbungu in the northern Region of Ghana.

**1.2 VISION/MISSION CCEYD:**

**VISION OF CCEYD**

To spearhead the facilitation of the socio-economic development of rural communities in northern Ghana through dynamic, innovative, practical and inclusive development programs.

**MISSION**

To create awareness in the people of the project area to understand their environment and potentials and make use of the skills acquired to improve upon the quality of life.

Specific Objectives:

* To promote women rights and girl-child education in the project communities
* To create awareness and disseminate information to communities on good reproductive health practices, HIV/AIDS, drugs and substance abuse, TB, and other communicable disease.
* To promote child rights in the communities
* To assist rural communities to advocate for provision of social services, appreciate good governance and social accountability.
* To encourage women and children to take part in community discussions and decision making
* To establish a crises desk that will offer counseling services to children who are victims of abuse and neglect and to serve as a rescue desk.
* To promote self employment in the local communities by engaging the people in income generating activities

In achieving its objectives, CCEYD is guided by the following values;

* Meeting people where they are, to promote self-initiative and ownership
* Promote democratic practices, the organizations learn what they want and need
* The content of the capacity building programme reflects the needs of the members
* Use of local level resources is encouraged in the communities
* Experience sharing and participatory methods
* Learners and facilitators live together during the training period
* Learners and facilitators share the responsibilities of training
* We give participants a changed attitude to life and work
* Follow up visits to ensure that the skills acquired are put to use

**2.0 About the proposed project**

**2.1 Background of Karaga District**

The district is located in the North – Eastern part of Northern Region, roughly between latitude 9°30’ and 10°30’ North and longitude 0° and 45’ West. Karaga is the administrative capital. It shares boundaries with four districts in the Northern Region, West and East Mamprusi to the North, Savelugu/Nanton to the West and Gushegu (the mother district) to the South and East.

Karaga, the district capital is 24km from Gushegu and 94km from Tamale, the Regional Capital. The district was carved out of the Gushegu/Karaga district in 2006.

The climate reflects a typical tropical continental climate experienced in Northern Ghana. There is a rainy season that lasts from May – October, peaking in August and September. The rest of the year is virtually dry. Rainfall amount is between 900 and 100mm per annum.

Temperatures are high throughout the year with the highest of 36°C or above in March and April. Low temperatures are experienced between November and February (the harmattan period).

The vegetation is a typical guinea savannah type, characterized by tall grasses interspersed with drought resistant tress such as the shea and dawadawa.

The population of Karaga District, according to the 2010 Population and Housing Census, is 77,706 representing 3.1 percent of the region’s total population. Males constitute 48.0 percent and females are the majority, representing 52.0 percent. Eighty two percent (82%) of the population of the district resides in rural localities. The district has a sex ratio of 92.5. The population of the district is youthful (population below 15 years old constitute 46.9% of the total population) depicting a broad base population pyramid which tapers off with a small number of elderly persons (60 years and older) representing 4.1 percent. The total age dependency ratio for the District is 104. The age dependency ratio for males (115) is higher than that of females (94).

**2.3 Target groups**

The target groups are:

* People in the rural communities in the Karaga Districts, with special emphasis on:

-Women, as they bear the main responsibility for the day-to-day up-keep of the household and the family.

-Youth, in order to enhance their vocational skills and encourage them to stay in the Northern Region or to be prepared to handle challenges and problems which can arise when migrating to the south.

**2.4 Target numbers**

* 80 young people to be trained in vocational skills, including discussions in general enlightenment topics such as family life, HIV/AIDS, health and nutrition.
* 250 youth to be trained in Business and Entrepreneurship skills

**2.5 Project objectives and success criteria (indicators)**

**2.5.1 Overall Objective**

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| **Poverty reduction through empowerment for the improvement of living conditions and livelihood standards** |

**2.5.2 Immediate objectives**

1. To provide vocational skills training to 80 young people in year
2. To provide training in Business and Entreneurship skills to at least 250 youth in one year
3. To increase the source of employment for young girls and boys in the district
4. To increase the income levels of young girls and boys by 40% - 60% after the one year of the project implementation
5. To reduce rural-urban migration of young girls and boys in the project area by 6% - 10% during the project period and beyond

2**.5.3 Success criteria/indicators**

* Number of vocational skills courses held by CCEYD in the district
* Number of CCEYD vocational course participants staying and working in the district using improved skills acquired through the training
* At least 50% of young persons in the district capacitated through animations to learn skills and to stay in the communities
* Number of youth and women gaining and utilizing business skills for self-employment

**2.6 Project period and activities**

The project will run for from 1st February 2018 to 31st January 2020, making a total of 24 months. There will be an ‘end of project review in February 2019 to assess the project’s performance in achieving the objectives and targets set.

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| **Activities**  | **Expected outputs** |
| a) Vocational skills training component* Animate community members on vocational skills training options available in CCEYD for young girls and boys and farmers
* Receive and select applicants for training
* Train young girls in dressmaking, hair dressing, crocheting, shea butter extraction, and marketing skills
* Train young boys in carpentry and masonry and bicycle mechanics
* Train 250 women and youth in Business and Entrepreneurship skills
* Identify and train community resource person
* Resettle young boys and girls in the communities to resource persons with equipment and attachment fees paid

  | * 20 animations carried out in 20 communities
* Applications received from applicants
* 60 young persons trained in dressmaking, hair dressing and crocheting
* 20 young boys trained in carpentry and masonry and bicycle mechanics
* 250 women and youth acquire skills to start and expand enterprises
* 4 resource persons trained to receive trainees under attachments
* 80 past trainees placed under attachment in the communities
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**2.7 Project strategy – how the project will be carried out**

1) Vocational courses

These courses will target young girls and boys who are potential out-migrants to the big cities for menial jobs. The courses will provide skills for the youth to help them gain an income to get integrated in society. The courses could be; Masonry (building and maintenance), Carpentry, Sewing and Tailoring, Hairdressing and Crocheting, Shea butter extraction and Bicycle mechanics depending on the need and interest of the applicant. Working tools will be provided to enable them be placed on attachment with master craftsmen in the communities to attain skills competence and recognition. 50% of the course days would be spent on vocational skills.

2) Business and Entrepreneurship skills training

Business and Entrepreneurship skills training will be provided to some youth in the district in groups or as individuals. This is to promote enterprise development among the youth to enable them stay in the communities of the district and also employ themselves to generate incomes.

3)Strategy for community courses

All community course will include “cross-cutting issues “ – such as general information and discussions on possibilities for increasing the living standard e.g. health education, HIV/AIDS, civic rights , gender mainstreaming, family planning, sanitation, advocacy and lobbying skills, etc. the courses will be free of charge.

**2.8 Assumptions backing the project objectives**

Immediate Objective 1:

To provide vocational skills training to 80 young people in one year

Assumptions

1.Youth apply to be trained under the vocational skills component of the project.

Immediate Objective 2:

To provide training in Business and Entrepreneurship skills to at least 250 youth in one year

Assumptions

1.Youth and women apply to be trained in Business and Entrepreneurship skills

Immediate Objective 3:

To increase the sources of employment for young girls and boys in the district

Assumptions

1.Youth apply to be trained under the vocational skills component of the project

2.Skills acquired by training at the CCEYD training centre are put into practice

Immediate Objective 4:

To increase the income levels of young girls and boys 40% - 60% after the one year of the project implementation

Assumptions

1.Trainees stay in the communities to practice skills

2.Parents and Guardians will motivate trainees to carry on with their skills

3.Skills acquired by training at the CCEYD training centre are put into practice

4.Demand for products of young girls and boys exist

Immediate Objective 5:

To reduce rural-urban migration of young girls and boys in the project area by 6% - !0% during the project period and beyondn

Assumptions

1. Trainees stay in the communities to practice skills

2. Parents and Guardians will motivate trainees to carry on with their skills

3. Skills acquired by training at the CCEYD training centre are put into practice

4. Demand for products of young girls and boys exist

**2.9 Risk threatening the project objectives**

1. 100% school enrolment, retention and continuation up to tertiary level is achieved by January 2017

2. Youth out-of-school and ‘drop-outs shun away from vocational skills training.

3. Change in Government policy that will make agriculture attractive to the youth

4. Re-introduction of Government subsidy on agriculture inputs

5. Opening of new job opportunities in Northern Ghana (eg establishments of oil refineries in view of the oil discovery in the off-shore of Ghana, or free-zone industries)

**2.10 Implementation plan**

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| **No.** | **Activities** | **Project period (one Year)** |
|  |  | **Qtr 1** | **Qtr 2** | **Qtr 3** | **Qtr 4** |
| 1 | Community animation |  |  |  |  |
| 2 | Receive and select application for training  | X | X |  |  |
| 3 | Training in vocational skills | X | X |  |  |
| 4 | Training of Community Resource Persons |  | X | X |  |
| 5 | Resettle young boys and girls in the communities to resource persons with equipment and attachment fees paid |  |  | X | X |
| 6 | Monitoring and Evaluation | X | X | X | X |

**3.0 Sustainability of the project**

Participants in the vocational skills training will be selected based on demand and recommendation from the communities meaning that each participant would be committed and encouraged to continue practicing skills after training. The trainee is also expected to replicate skills acquired in his/her community to benefit other young people. Furthermore, 4 community Resource Persons will trained and made operational in the communities to continue training in vocational skills to the youth.

Also, at the end at the end of the pilot project implementation in one year, a review will be carried out and if the results are satisfactorily according to the beneficiary communities and donor, further funding would be solicited and project activities expanded in a continuation of the project phase.

**4.0 Monitoring, Evaluation & Reporting**

A baseline study will be carried out at the beginning of the activities applying indicators presented in previous chapters of this document. Furthermore, the Monitoring, Evaluation and Reporting (MER) system used in previous programmmes implementation could be revised by adjusting the parameters and indicators according to this specific project and the MER system used by another donor. This is to say that CCEYD has years long experience in documenting the work done.

CCEYD Management and their Board of Directors if possible representatives of the donor will bear the responsibility for the monitoring of the project. Staff will through follow-up visits and general supervision carry out the daily monitoring and supervision. Monitoring of progress and impact, capacity building and external factors affecting project implementation will be done. They will also carry out an annual evaluation.

An annual report, supported by quarterly and semi-annual report written by the management of CCEYD is a core monitoring tool and is also used for documentation. These reports will focus on the outcomes and activities carried out to ensure that the work plan is followed and the expected outcomes are reached.

**5.0 Project Management and Policy Making**

**The CCEYD Organization**

CCEYD is a legal entity with the following structure

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| Board of Directors |

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| Executuve Director |

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| Programmes Manager |

As Chief Executive Officer, the Executive Director is responsible for the policy implementation and project management. He will initiate policies and programmes for approval by the Board of directors. Apart from the ED, the project management is made up of the Programmes Manager, the project cordinator and accounts and administrative officer. This management group is responsible for the day-to-day implementation and administration of the project with the ED bein ultimatly responsible. Fortnightly managemnt meetings are held and snior staff meetings are scheduled monthly.

**6.0 Budget**

Detailed Project budget

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| No  | Activities  | Amount $ | Total amount$ |
| 1 | Vocational skills training 80 young person’s at $5 for 42 days  | 16,800.00 |  |
|  | 4 community resource persons trained in teaching methodologies & child psychology at $5 x 6 days per year |  120.00 |  |
|  | 250 youth and women trained in Business and Entrepreneurship skills at $5 X 2 days per year | 2,500.00 |  |
|  | 20 Community sensitization/animation meeting at 50 per visit |  1000.00 |  |
|  | Follow-up visits |  550.00 |  |
|  | Attachments fee, tools & equipments for 80 vocational skills (dress-making, hairdressing, carpentry & bicycle mechanics) trainees at $200 per year | 16,000.00 |  |
|  | **Sub-total** |  | **36,970.00** |
| 2 | **Investments** |  |  |
|  | 1 Vehicle /2 motorbikes: Repairs, Maintenance & spare parts |  1,500.00 |  |
|  | Office equipments: Maintenance, spare parts |  500.00 |  |
|  | **Sub-total** |  |  **2,000.00** |
| 3 | **Staff cost** |  |  |
|  | 1 Executive Director at $300 X 12 months |  3,600.00 |  |
|  | 1 Vocational Coordinator at $200 X 12 |  2,400.00 |  |
|  | 1 Driver at £100 X 12 |  1,200.00 |  |
|  | 6 resource persons (Vocational skills Trainers) at $10 X42 |  2,520.00 |  |
|  | **Sub-total** |  |  **9,720.00** |
| 4 | **Administration** |  |  |
|  | Stationery and supplies |  300.00 |  |
|  | Fuel and lubricants |  1,500.00 |  |
|  | Audit inspection |  700.00 |  |
|  | **Sub-total** |  |  **2,500.00** |
| 5 | **Project monitoring**  |  1,200.00 |  **1,200.00** |
|  | **Project cost** |  | **52,390.00** |
| 6 | **Project evaluation and review (7%of the project cost)** |  |  **3,437.03** |
| 7 | **Total project expenditure** |  | **55,827.03** |

**Annexes:**

**1.Project matrix**

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| **Project goal: Poverty reduction through empowered civil society for the improvement of living conditions and living standards** |
| **Activity**  | **Results/Outcomes** | **Success indicators** | **How you will measure** |
| Community animation/sensitization | -About 30,000persons in 20 communities aware of the project activities and interested to participate | **-**Communities and individuals applying to participate in project activities | **-**Interviews-Field visit reports |
| Receive and select applicants for training  | -100 applications received from communities & individuals | **-**number of applications received | -Statistic of applications received  |
| Training in vocational skills | -young persons trained in vocational skills | **-**number of young persons trained in vocational skills | -Number on course register-interviews |
| Training of Community Resource Persons | -Master crafts persons trained in vocational skills | -Number of master crafts persons trained in vocational skills | -Number on course register-interviews |
| Resettle vocational skills trainees on attachment & fees paid | -Young persons trained at CCEYD placed on attachment with master crafts persons | -95% - 100% of past trainees on attachment to improve skills to earn income | -Interviews-Community visits-reports |