

12 wok mak you need to put into practice if you want to assist a group to set gut na statim wok in a way that meets the Standard

FACILITATE THE START-UP OF A COMMUNITY ACTIVITY (set gut na statim wok)

in a way that meets the Standard
(The PNG National Standard for Community Development Workers)

To learn more about how meet the Standard (much more) go to pngcdwstandard.com and download **CDW Coursebook 4 Facilitate Agreements and Project Start-Up**



1. Support and encourage effective participation and inclusion during the activities

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No matter what the job is you have come to do, it is very important that as many people as possible are involved in community activities (not just the leaders and key people). This is the principle of participation. Participation by everyone in the group (1) makes the work more successful, (2) supports inclusive development (equality), and (3) grows goodwill and trust *namel long ol*.

Inclusive development means that people from groups that are normally left behind or excluded also participate and benefit from community activities – especially women, youth, and people living with a disability. This is the principle of inclusion.

The kumul needs two wings to fly
People with disabilities need the chance to fly
The next generation needs to learn how to fly

But participation (and inclusion) only helps to *strongim sindaun* if everyone who comes to the activities is encouraged to participate **effectively**. *Nogut ol ikam kona kona tasol. Nogut ol ikam sindaun nating*. During the activities, everyone needs to be supported and encouraged to get involved and share their ideas.

- ✓ Make sure everyone understands how they will benefit from the activities
- ✓ Help everyone to feel comfortable and supported
- ✓ Think about how to get everyone involved when you prepare your work plan.
- ✓ Have rules to encourage women, youth, and people living with a disability to participate
- ✓ Select the least powerful and least confident to take on responsibility
- ✓ Get the most powerful and confident to step back
- ✓ Use inclusive language. *Noken tok "man" - tok "manmeri"*.
- ✓ Have a woman or youth or person living with a disability as co-facilitators
- ✓ Use small group activities and role plays to help people feel comfortable
- ✓ Have good clean toilets and water (and food)
- ✓ Get key people to help everyone get involved and share their ideas
- ✓ Make it clear that it is okay to make mistakes
- ✓ Use local materials that are familiar to the participants
- ✓ Acknowledge the contribution of everyone at the end of the activities
- ✓ Select an appropriate venue
- ✓ Make sure the timing suits everyone
- ✓ Welcome babies and children
- ✓ Move around the venue
- ✓ Consider having a translator



2. Encourage key people to take the lead during the activities

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PNG needs people *long ples* who know how to be Community Development Workers. We need people *long ples* who know how to help a group through the steps of a project cycle. *Yumi nidim stret.*

1

Before you do something, sit down with key people and explain what will happen and why it is necessary. Adults learn best when they know what is going to happen.

2

When you do something, encourage key people to observe you, and tell them what they need to learn. Adults learn best when they know what they are supposed to be learning.

3

When you do something, encourage key people to take the lead. Adults learn best when they have a chance to learn by doing. See if you can encourage them to take the lead and do it.

4

After you have finished, sit down with key people and go back over what you did together. Adults learn best when they have a chance to go back over what they learned. Revision.

When you assist a group to start up their project (step 4 of the project cycle), there are many ways you can encourage key people to take the lead during the activities. For example:

- ✓ Ask key people to explain to everyone the steps of a project cycle and why it is needed (at the beginning).
- ✓ Ask key people to explain why it is important to support and encourage everyone to participate (especially people from groups that are normally left behind or excluded).
- ✓ Ask key people to *go pas* to explain the project plan so everyone is clear why and how the project should *strongim sindaun* (if completed successfully).
- ✓ Ask key people to *go pas* to develop rules for everyone during the *kibung*.
- ✓ Ask key people to move around everyone during the *kibung* to find out if anyone is unsure or unclear about something or has concerns about the agreement or has a question.
- ✓ Ask key people to take the lead to update and confirm the activity schedule and budget, and any agreements.
- ✓ Ask key people to do smaller jobs, like leading the prayer or keeping track of time or leading small group activities or acting as a translator.
- ✓ Ask key people to be your assistant – this doesn't mean they take the lead, but they are up in front of everyone gaining confidence and experience. You may find that as they get confidence and experience, they will want to lead.



3. Communicate effectively and respectfully during the activities

12 *wok mak* you need to put into practice if you want to assist a group to *set gut na statim wok* in a way that meets the Standard

For a Community Development Worker to do their job in a way that meets the Standard they need to be able to communicate effectively and respectfully during the activities.

You are communicating **EFFECTIVELY** when everyone understands you and you understand them.
You are communicating **RESPECTFULLY** if everyone feels like they are being treated as an adult.

Some of the key things you need to try and do to communicate effectively and respectfully are:

- ✓ Speak clearly and loudly enough to be heard
- ✓ Use *tok piksa* and *tok bokis* to help people understand
- ✓ Use a language that everyone understands (use a translator if necessary)
- ✓ Be careful to not talk down to adults – talk to adults as equals
- ✓ Look confident and encouraging (body language and facial expressions)
- ✓ Use butcher paper and other materials if you think they will help you communicate
- ✓ Use two-way communication - take turns to talk and give people time to respond
- ✓ Don't use big words that are too complicated. Don't use expensive English. Make an effort to use words that everyone will understand. This might mean you have to find out what the jargon and expensive words mean yourself. If people have to use their *kru pumkin* to understand your words then they are not using their *kru pumkin* to understand what you are talking about. In PNG there is a big gap opening up between formally educated elites who know the jargon and expensive English (and like to show it) and the majority of people who don't. You can help to close this gap by not using jargon and expensive words. If you do this then you will win the respect of everyone you work with. Be humble.



4. Work in a way that is appropriate to local culture during the activities

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When you go ahead and help a group through the steps of a project cycle (or when you do any work in a community), you need to try and fit in with local *kastom*. The *kastom* that you need to fit in with might be different depending on who you are. Put yourself in their shoes, and think about how they will see you. Yu *husat*? Male or female? Younger or older? Married or single? Dressed-up or casual? *Nambis o hailans*?

PNG has more different cultures than any other country in the world. We are the best people in the world at showing respect for *kastom*. The people you are working with will respect you no matter who you are – as long as you show respect for them.



5. Explain the purpose of the visit and why it is important that everyone in the group participates to start up their project

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Development means change. A change that helps. A good change. *Strongim sindaun.*

There are six key steps you need to take to make a change. These six steps are called a 'cycle'. A 'cycle' means that when you get to the end, you then go back and start again at the beginning. After step 6 you go back to step 1 and start again to make a new change. The lessons you learn in step 6 will help you when you go back to step 1 and start again. This is how change happens. This is how development happens. Development never stops.

Step 1 Glasim na skelim sindaun. Decide what change to make.
Step 2 Kamapim plen. Plan how to make the change.
Step 3 Kamapim wanbel. Make agreements with anyone who you need to help you.
Step 4 Set gut na statim wok. Begin to implement the plan.
Step 5 Sekim wok. During implementation, monitor how things are going.
Step 6 Lukluk bek na skelim. After you finish, evaluate how it went. Learn lessons.

In *tok developmin* anything you do to make a change is called a "project" (and the change cycle is called a "project cycle"). *Wankain samting.* The change might be an activity at a church, or a community water supply, or expanding your business, or sending mum to university. *Kain kain.*

When you help a group to start up their project (step 4 of the project cycle), you normally do it in a *kibung*. To *inapim* this wok mak you need to explain to everyone the purpose of step 4 of the project cycle (*set gut na statim wok*). The best way to do this is by explaining all the steps of a project cycle together.

And to *inapim* this wok mak you also need to explain why it is important that everyone in the group participates, not just the leaders and key people. The principle of participation. *Pasin bilong wokim disisen wantaim na wokbung wantaim.*

- 1 Participation makes the work more successful
- 2 Participation supports inclusive development (equality)
- 3 Participation grows goodwill and trust *namel long ol*



6. Work with the group to confirm the project plan including the project objective, activities, and expected project outcomes

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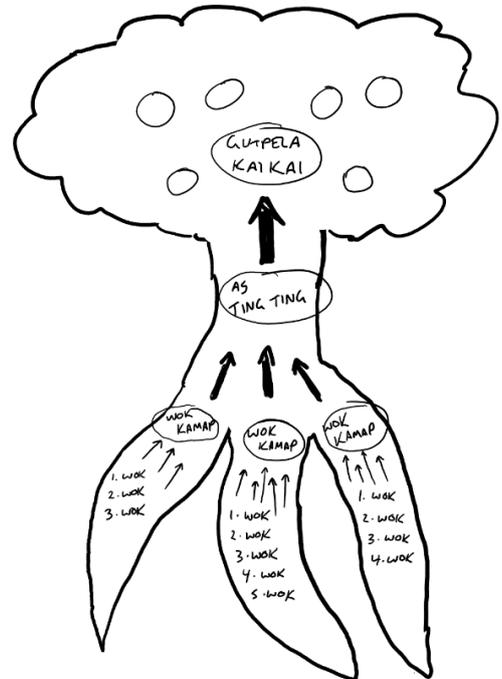
If you needed an outside organisation to support your plan, or if you needed to wait for the right season to start, or if your group or community needed to do fundraising first, it may have taken months or years to go from step 2 of the project cycle (develop a project plan) to step 4 of the project cycle (project start-up).

And there might be new people from the group or community that haven't yet been involved in the project.

Even if there was not much time between step 2 of the project cycle (develop a project plan) and step 4 of the project cycle, it is still good to remind everyone what the project is for (the project objective), what everyone agreed needs to be done to achieve the project objective (the activities), and what everyone thinks will be the benefits (the expected project outcomes).

Kliarim ol gut tru long as tingting bilong projek, wanem wok long mekim, na wanem ol gutpela kaikai long en.

Don't forget, another wok mak you need to inapim is **encourage key people to take the lead during the activities**. If you can help key people to go pas to **review the project plan including the project objective, activities, and expected project outcomes** then yu wok long inapim tupela wok mak long sem taim.



SAMPLA BLO YUPLA NIUPELA KAM OLSEM NA MI BAI TOK KLIA NA YUPLA BAI KISIM GUT AS TINGTING BLONG 'PROJEK PLEN'

TENK YU SIOS ELDER



7. Work with the group to update and confirm any agreements that have been made

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When the group made agreements for the project - land use agreements or asset use agreements or resource use agreements or cooperation agreements or service provider agreements – the whole group should have been involved. Step 3 of the project cycle. However, the agreements might have been made a long time ago. People forget. Everyone is busy. And there might be new people involved. Now is a good time to remind everyone of what was agreed to and to make sure everything is up to date.

For example, if an outside organisation is supporting the project then go through the funding agreement with everyone again. Funding agreements often include information about how and when the project managers need to acquit funds and submit financial reports. If this is the case, then it is very important to explain this information clearly to everyone when you start-up a project.

Agreements have already been made (step 3 of the project cycle) but there might be *hap tok* (terms and conditions) that need to be updated. If only small changes need to be made to update any agreements, then now is a good time to do it. This is why it is important to make sure all parties to any agreements are involved at the project start-up *kibung* so that all parties can approve any small changes.

But now is not the time to renegotiate the whole agreement - if you need to do this then go back and facilitate the agreement properly (step 3 of the project cycle) before starting-up the project.



8. Work with the group to update and confirm the activity schedule and budget

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If you needed an outside organisation to support your plan, or if you needed to wait for the right season to start, or if your group or community needed to do fundraising first, it may have taken months or years to go from step 2 of the project cycle (develop a project plan) to step 4 of the project cycle (project start-up).

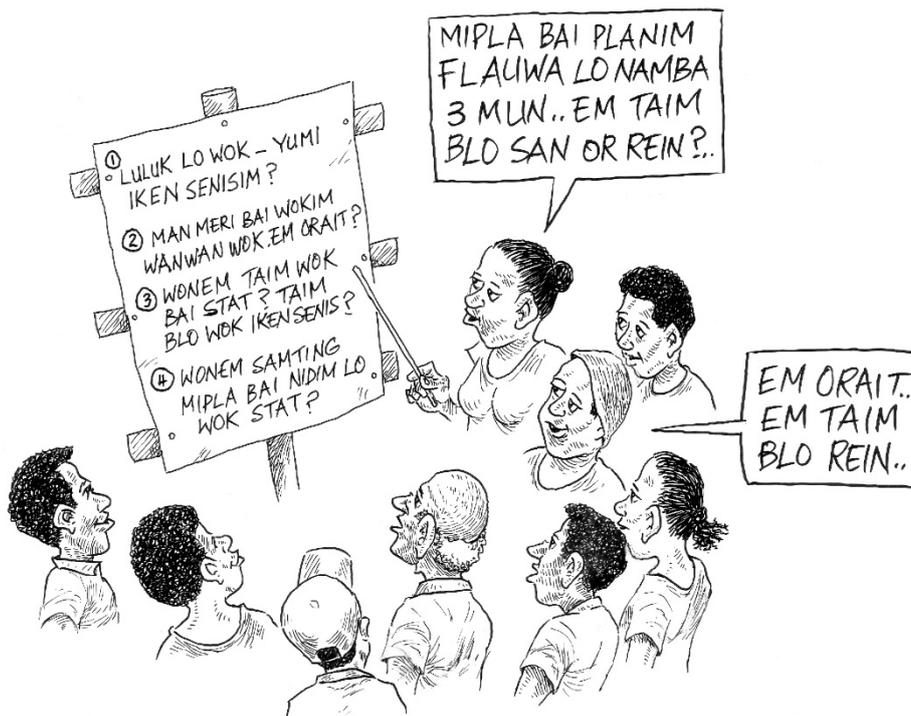
Things may have changed. Before you start-up the project, the group needs to go back over their activity schedule and budget and make sure everything is up to date. Sometimes you can update the activity schedule and budget just with the key people. Then when you go ahead and do the project start-up *kibung* you can go through the activity schedule and budget with everyone to confirm it. Sometimes you can update and confirm the activity schedule with everyone during the project start-up *kibung*. *Em tu orait. Yu yet.*

To update your activity schedule, help the group to do the following:

1. Look at the **ACTIVITIES** – do you need to adjust anything?
2. **WHO** will do what to *mekim wanwan wok*? Is this all still correct?
3. **WHEN** will *wanwan wok* happen? Does any of the timing need to change?
4. **WHAT** resources are needed? If there are any changes to the resources needed, then make sure you also adjust the budget. The activity schedule and the budget are two sides of the same coin. Change to one is change to the other.

This *wok mak* also says you need to confirm the activity schedule and budget with the group. This just means that everyone in the group (not just the leaders and key people) need to understand and approve the activity schedule and budget before starting the project. *Yumi wanbel o igat sampela moa tingting?*

This is an opportunity to iron out small problems and make small improvements so that everything goes smoothly. If everyone understands *gut tru* the activity schedule and budget then there is more chance the project will run smoothly – and there is more chance that if (when) things do go wrong everyone will work together to find solutions.



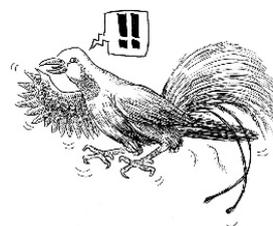
9. Work with the group to identify ways to encourage community participation and support for the project

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It is important to encourage everyone to participate in community activities – not just leaders or key people. It makes the work more successful, it supports inclusive development (equality), and it grows goodwill and trust *namel long ol. Em nau yupela klia pinis*. Hopefully, as many people as possible from the group (and the community) have been involved so far in each step of the project cycle. Hopefully the project plan already has lots of activities in it that will involve the community. *Nais*.

But before the project begins, you need to help everyone in the group (and the community) think again about how the community can continue to participate in and support the project *taim projek wok long ron*. In particular, try and get everyone to think about how people from groups that are normally left behind or excluded can be included. *Pasin bilong halivim na sindaun wantaim ol lain we yumi save abrusim long inapim ol wankain olsem narapela*. And when you do this, there are three groups of people that our PNG Government wants everyone to help step forward: Women, people living with disabilities, and youth.

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People with disabilities need the chance to fly
The next generation needs to learn how to fly



10. Confirm what the next steps following the visit will be and who will be responsible for making them happen

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Before you finish you need to discuss with the group what happens next. Next steps and who will be responsible for making them happen.

Luk olsem the next step following a project start-up visit will be to start the project. Make sure everyone is *kliia gut tru* what activities need to be done first.

1. Get everyone to look at the activity schedule and identify which activities need to be done first.
2. For the activities that need to be done first look at **WHO, WHEN** and **WHAT**.
3. Make sure everyone is clear what the next steps will be and who will be responsible for making them happen. Confirm. When you identify **WHO** make sure *yu makim stret husat bai go pas*. Point fingers.

And you should also confirm who will do what to manage the project. For example:

- Who the project managers are and how to contact them?
- Who will be the signatories to the account?
- Who will maintain financial records and give financial reports?
- Husat bai salim pas igo ikam na wokim ol tok save?*
- Husat bai go pas long wok wantaim Community Development Worker?*
- Who will be responsible for keeping the implementation schedule on track?
- Who will be responsible for the community participation and support plan?
- Who will be responsible for the good governance plan?
- Who will do the purchasing?
- Who can the community talk to if they have a question?

And when you discuss what the next steps following the visit will be, confirm when the monitoring *kibung* will take place. The first monitoring *kibung* is the next time that everyone in the group will come together again after project start-up. Monitoring is step 5 of the project cycle.



11. Discuss how or if the visit has been useful, and ways it could be improved

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The wok mak from the National Standard says you need to discuss how or if the visit has been useful, and ways it could be improved.

It is always important to find out if the work you did to help the group was useful. Learning from experience is the best teacher, but only if you make the effort to learn lessons.

Before you finish helping a group through step 4 of a project cycle (*set gut na statim wok*), always discuss how or if the visit has been useful. You can ask everyone in the *kibung*. Nice. However, most Community Development Workers like to sit down just with the key people and ask them for feedback. *Em tu orait*.

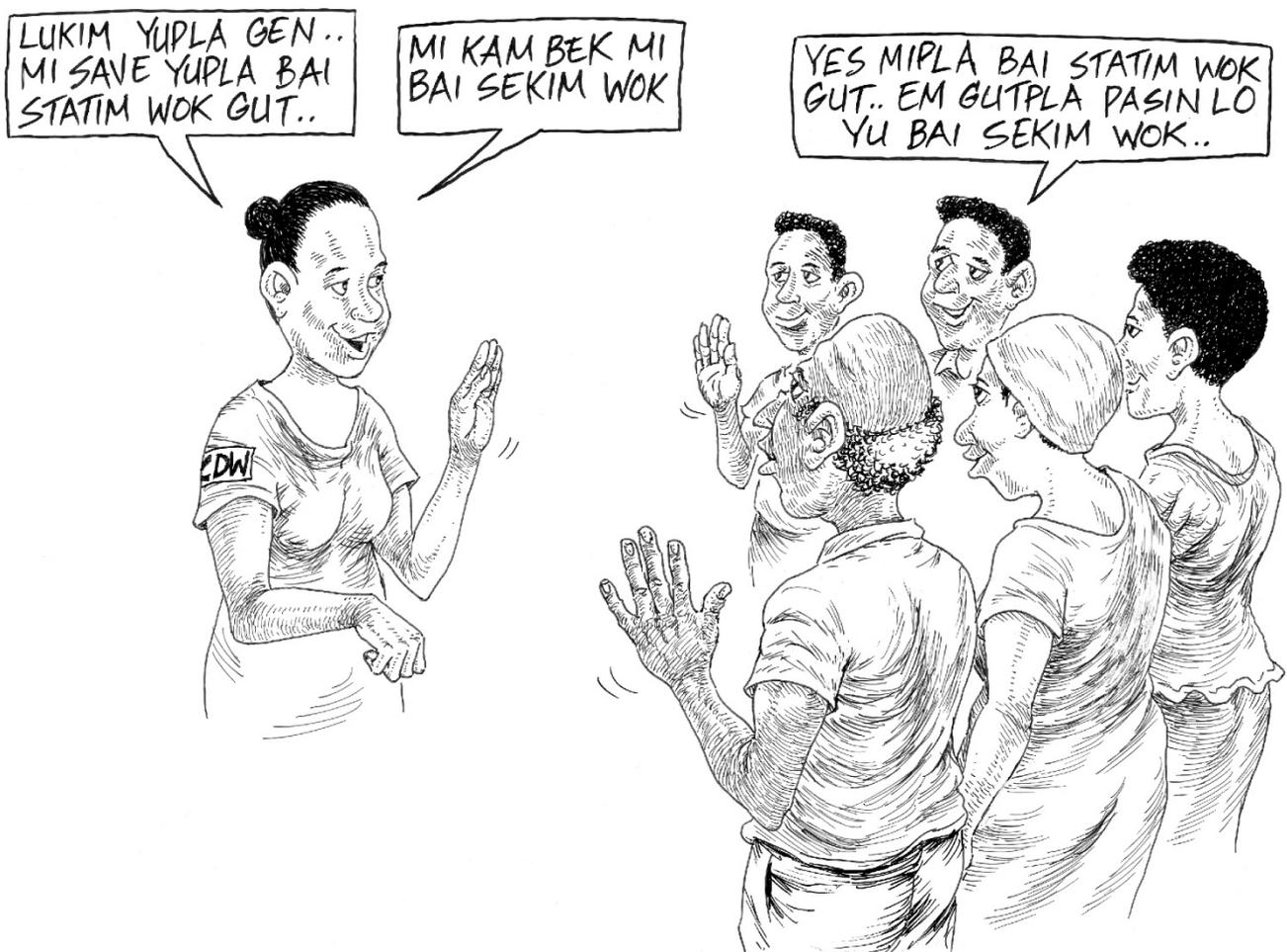


12. Thank the group, without rushing, and explain again the purpose of the visit

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The final wok mak you need to inapim when you assist a group to start up their project (step 4 of the project cycle) is easy, but very important!

- ✓ **Thank the group, without rushing.** *Lusim ol wantaim gutpela pasin.*
- ✓ **And explain again what the purpose of the visit was.** *Lusim ol wantaim klia tingting.*



The kumul needs two wings to fly

1

A husband is blind to some things. A wife is blind to some things. If you have a husband and wife together *ai op i stap* then you have the full story. *Tingim gaden. Sapos mama tasol wok long glasim gaden em bai lus tingting long ol wok gaden bilong man. Sapos papa tasol glasim gaden em bai lus tinging long pat bilong meri. Long glasim gut gaden tupela marit mas sanap ai op i stap.*

2

To *stretim sindaun bilong femili* both husband and wife need to support each other. *Sapot Sapot. Yu wan yu laik kirapim senis em save hat. Holim han na wokabout wantaim marit bilong yu long mekim senis i kirap.*

3

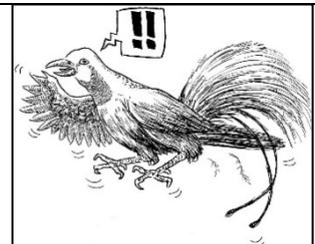
To *stretim sindaun bilong femili* you have to *stretim sindaun bilong mama*. *Yu stretim sindaun bilong mama, bai yu stretim sindaun bilong femili tupela wantaim.* In PNG, many families and groups and communities are flying with one wing. *Papa em flai pinis. Planti mama painim hat. Pikanini gel tu bai panim hat luk olsem.* Women do not have the same choices and opportunities to fly. They get held back. We need to help women fly. And to help women fly they need to be involved whenever decisions are made because only women know best what will help women and girls to fly.

1

Look at the two married couples below. *Tingim nau PNG.* Which married couple will be more successful? Why? *Skelim gut*

2

Look at the two married couples below. Which married couple will have sons and daughters that grow up to be more successful in future PNG? Why? *Skelim gut.*



Luk olsem a successful married couple is a 'team'. Igat tripela mak bilong soim klia tupela marit stap olsem 'tim'. Wan they both have their eyes open. Tu they are holding hands sapot sapot. Na tri they are both flying.