

**Community Development Technical Group
Pre-Training Study Materials
JOCV/JICA Training Centers**



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Materials herein pertain to the following fields:

-Community Development Expert

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Jackie Newport, Jr.

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各タスクに提出課題がありますが、提出する必要はありません。**

**Please use this material for self-study.
There are assignments for each task, but you do not need to submit them.**

Special Note: For future Japan Overseas Cooperation Volunteers (JOCV volunteers) or Japan International Cooperation Agency Volunteers (JICA volunteers), DO NOT COPY this webpage and give the copy to the training center instructors.

Read the “What you need to do...” sections and follow the instructions. Give your work product to the Language Section Staff or to your instructors for them to check and return to you.

Welcome to the Community Development Training Program. You are about to take part in an intensive training program the objective of which is to prepare you to become a self-sufficient and fully functional JOCV volunteer. The program will prepare you to perform your host country JOCV assignment to your fullest.

The Program is intensive. You will only have about 70 hours of class time to acquire the language and teaching skills to enable you to meet the above objective. To be a competent volunteer, you will need to focus on the tasks you will be given and do your best to accomplish each of them.

How much you will learn and how well you will be able to perform will be up to you. Your instructors will guide you, they will give advice and they will help you in any way they can, but you must make the effort to learn and use what you have learned.

You will find tasks that you must do below. Each of them plays an important part in the Program. You do not have to do each of them perfectly, but you are expected to do each of them to the best of your ability.

A schedule for the completion of the tasks is below:

- | | |
|--------|--|
| Task 1 | Complete the questionnaire and send it to the training center by the postal service <u>before</u> you arrive at your training center. |
| Task 2 | Study the vocabulary related to your assignment and fill-in the self-study sheets before you enter the Center. Give the results to the Language Section Staff <u>when you arrive</u> at the Center. |
| Task 3 | Make the presentation plan following the instructions and give the results to the Language Section Staff <u>when you arrive</u> at the Center. Write the plan the same way you would for a lesson you will give in your host country. |
| Task 4 | Read the orientation material <u>before</u> you arrive at the Center. The information in it will be important for you to understand. The information will serve as the basis for your training. |
| Task 5 | Prepare the 3-minute speech <u>before</u> you arrive at the Center. It will be given in your first Program class. Be sure to check the relevant information and practice your speech. |

Detailed information on each of the tasks follows. Good luck and, once again, welcome to the Community Development Training Program.

Jackie Newport, Jr.

Task 1- Community Development Trainee Questionnaire

Purpose: To give your instructor basic information about your background and expectations you have for your training.

What you need to do: Fill-in the questionnaire and send it to your training center before you arrive.

Community Development Trainee Questionnaire

Please give complete and detailed answers in English to the following questions:

- 1) What is your name and what would you like to be called in your classes?
- 2) What was your pre-JOCV job? (If you were a student, what did you study?)
- 3) Have you ever taught before? If yes, please give details such as how long, what level and so on.
- 4) Have you ever been abroad? If yes, please give details such as where, how long, why you went, etc.
- 5) Have you ever spoken to foreigners before you entered JOCV? If yes, please give details.
- 6) What is your JOCV host country and what is your assignment there? Please give details.
- 7) What are any problems you think you will have doing your assignment? Please give details.
- 8) What do you want to learn in your technical class? Please explain your answer.

Task 2- Technical content and specific purpose language related to specific assignments

Purpose: Community development is a large and highly inclusive field of specialization. As related in JICA/JOCV materials, it takes a holistic view of society. In doing so, it covers a very wide range of host country assignments. The purpose of this webpage is to give the new JOCV trainee an introduction and overview to general materials that encompass the role of a community development expert. Please review the language and contents related to this area of specialization.

What you need to do: Complete Part 1 and complete the part related to your JOCV host country assignment. Give the completed parts of the Language Section Staff or to your instructor **after** you arrive at the Center.

General Community Development Vocabulary

Following are questions to ensure that all JOCV community development candidates have the same basic general knowledge of English vocabulary related to their field. Answer each question to the best of your ability and go over the answers as a class.

- 1) What is a community development volunteer?
- 2) What are his/her duties?
- 3) What is a rural area?
- 4) What is a stakeholder?
- 5) How is he/she related to a JOCV's assignment?
- 6) What is a human resource?
- 7) What is a social issue?
- 8) What is social infrastructure?
- 9) What does to launch and implement new plans mean?
- 10) What is a feasible solution?
- 11) What is a sustainable solution?
- 12) What is a needs analysis?
- 13) What does field work mean?
- 14) What is an extension worker? How is it different from field work?

15) What is a workshop?

16) How is a workshop different from a presentation?

17) What is a facilitator?

18) What is a facilitator's role in a workshop?

Data Collection Method

One important part of being a community development expert is to be able to collect data that will help you to formulate (design) a plan or project to help your host country local community. This will be difficult if you approach it from a direct line (i.e., I am the expert, and this is what I think is best for this community). A direct line will make you appear like more of an outsider than you already are and thus raise the risk that host country people will not cooperate with you.

Making a workshop is a great way to both collect useful data and to give the local community the feeling that it, not just you, have a good idea for how to solve a social problem it faces. The idea is to give the workshop participants as many opportunities as possible to offer ideas, formulate solutions, make original proposals and so on. A good workshop will make the participants feel that they are the main focus of the workshop and thus more likely to be motivated to implement the ideas generated.

To make a good workshop, you need to think about the following things:

- 1) What is the objective of the workshop?
You need to think about this and make it as clear as possible. If the objective is not clear, then the participants may not feel that it was worth their effort to attend. They may lose confidence in you. Try not to let that happen.
- 2) Who will be the participants (Invited stakeholders)?
It is important for you to identify stakeholders who will participate in the workshop. They will be the people you will work with in the future. They will have an understanding of the social issue you want to address. But be careful. A workshop with participants who strongly disagree with each other is inviting trouble. If there is such a gap within the community, then you should consider having separate workshops so that each group will feel comfortable expressing their true ideas/opinions.
- 3) Physical setting of the workshop
 - A) You need to think about where the workshop will take place. It should be in a safe and neutral place where all of the participants will feel comfortable in expressing their true ideas or opinions.
 - B) In that location, you will need to think about the setting for the workshop. In an ideal setting, there should be a comfortable place for people to sit in. There should be multiple boards for people to freely write their ideas or opinions on.
 - C) If you cannot find a suitable board, then I suggest that you use “Post-It” type sticky notes where users can write their ideas/opinions on one side and stick it to a wall/board/etc. for others to see.
- 4) Make a clear timeline
It is important to make time limits for activities because if they are not made, you will likely use far more time than you expect. You can guess how much time will be needed, but people tend to need more time than expected because they will have questions, have discussions, have disagreements and so on. Nonetheless, try to organize your workshop so that everyone will not feel uncomfortable meeting the limits and have enough time to completely say what they want to say. Setting the limits will be tricky but you will be better able to do it when you get more experience working with local people.

5) Methodology

You will need to make the objectives of the workshop as clear as possible so that the participants will have a clear idea of what is expected from them. If the objectives are not clear, the participants may move off topic with results that you cannot use.

A suggested methodology for a typical workshop is:

- A) Break down the participants into pairs or small groups. Give each set a time limit and a notepad to write their ideas on. They will organize their responses to match the objectives. Be sure to keep the time limit.
- B) Combine the different sets of participants into two different groups. Then have the groups tell and rank their responses to the objectives.
- C) Ask each group to explain its results. Then ask them to work together and rank the top responses as a comprehensive list. Be sure to emphasize that the result is a consensus of the participants.
- D) You should take notes of the results. You can use them as reasons/justifications/proof for a possible future JOCV project. They will also serve as a good reminder of what the community is really thinking at the time. The results are more likely to be accepted by the community when your project is implemented.

6) Your role as facilitator

You will be the facilitator of the workshop. That means it is your responsibility to stimulate the participants and to keep them active during the workshop. This is NOT a lecture so you should not just stand and talk to them. They did not come to listen to you. They came to contribute to helping improve their community. You should not be the center- they, the participants, should be.

I realize that this is a lot of information to take-in, so I have prepared a sample workshop on the following page made by a former trainee, Yuko Ito. She did a great job and she used her first-hand experience of living in Africa to make the role play cards for the participants.

Role play cards are very important since your classmates will be the participants- the cards should contain the important information for each participant to follow so that the workshop will be as realistic as possible- of course, in your host country, you will not need to make such cards- the participants will be themselves.).

The role play cards are based on real lives but they DO NOT use the real names of real people. They are to enable the workshop to take place in an environment that will help JOCV volunteers be prepared.

Workshop Plan

Facilitator's Name: Yuko Ito Topic: WOFAK
 Workshop Target Time: 100 minutes Workshop Date: 10/08/2009
 Audience Level: Local women in Migori, Kenya whose lives have been affected by HIV/AIDS

Workshop Objectives:

1. To introduce WOFAK
2. To give local women hope for their future

Time Used	Visual Aid/ PowerPoint	Workshop Script
7 min	Before starting, write: WOFAK (Women fighting AIDS in Kenya) OVCs (Orphans and Vulnerable children) ARVs HBC (Home based care) PMCT (Prevention of mother to child transmission) ABCD (Abstention, be faithful to a partner whose HIV status you know, condom, diagnosis)	<p>Good morning everyone. How are you today? Do you remember what we talked about in our last workshop? We talked about five things. Can you tell me what they were, ----? (Audience will try to tell me, but I will help them).</p> <ol style="list-style-type: none"> 1. What does HIV positive mean and what is found in in the blood? 2. What is a window period and how long is it? 3. When facing newly diagnosed HIV positive loved ones what do you have to control first? 4. What would you recommend if your loved one tested positive for HIV? 5. When is the best time to take a HIV test? <p>Please show me what kind of facial expression you will have when you find out that your loved one has HIV. Do you have any questions about last week's workshop?</p> <p>Let's continue with today's workshop.</p>

Time Used	Visual aid/ PowerPoint	Workshop Script
10 min	<p data-bbox="331 279 493 310">Introduction</p> <p data-bbox="331 428 509 491">Population of 18 million</p> <p data-bbox="331 499 477 531">Ages 15-49</p> <p data-bbox="331 539 558 602">4 million females in that age group</p> <p data-bbox="331 611 574 674">Total HIV infected 1.7 million</p> <p data-bbox="331 682 574 745">Of total, 800,000 to 1.1 million women</p>	<p data-bbox="618 279 1442 499">I would like to introduce you to today's topic, WOFAK. Has anybody ever heard of WOFAK? (If none) It stands for women fighting AIDs in Kenya. We will talk about it, but now I want to tell you some background information. Let's look at HIV prevalence in Kenya. Do you know how many women in Kenya are infected with HIV? (I will write on whiteboard and tell it)</p> <p data-bbox="618 539 1442 674">As you can see, the HIV infection rate for women is about twice the infection rate for men. So why do you think the HIV rate for women is higher than for men? Does anybody have any ideas? (Listen and write ideas audience said)</p> <p data-bbox="618 682 1468 714">Studies have been done and the following results were discovered:</p> <ul data-bbox="618 722 1492 1262" style="list-style-type: none"> -Women cannot tell a man to use a condom and if they did and the man refused, the women have to accept -Women stay at home doing chores while men go to work, sleep with other women without using condoms and infect their wives with HIV when they come home. As you know, many husbands work outside and send money home to their wives. -Women are often the victim of rape especially if they are poor. -Women's bodies can more easily be damaged while having sex so it is easy for them to become infected. - Women have fewer chances to be educated or skilled so they have limited access to HIV education as well as jobs. It is one reason they are forced into the commercial sex trade. - Women are admitted in the latter stages of HIV compared to men because they have to take care of bed ridden family members and children. <p data-bbox="618 1304 1492 1409">Despite these poor conditions, some women have joined each other and created WOFAK. It is a good example of how to empower women to build better lives together.</p> <p data-bbox="618 1417 1057 1449">Do you have any questions so far?</p> <p data-bbox="618 1488 1468 1633">Let's go on. Today's second objective is I want every one of you here to know what you are capable of. I want you to live positively and to have hope for the future after this workshop. We Will discuss in groups and help one another to do this later on.</p> <p data-bbox="618 1673 1451 1772">Does anybody have any questions? What does to think positively mean? Can you do it even though you might have HIV?..Let's continue.</p>

Time Used	Visual aid/ PowerPoint	Workshop Script
10 Minutes	What is WOFAK?	<p>According to the Executive Director of WOFAK, Ms. ---, who is HIV positive, to live positively means to do our best to live well with HIV without being a danger to others or to ourselves. It also means there is hope and it's important to focus on the quality of life than the quantity of life. To live positively, with self-respect, self-discipline, good mental health, and patience is important. WOFAK will help women to acquire both mental strength and give economic support to them.</p> <p>WOFAK is an NGO founded in 1993 by a group of women who are HIV positive to support other women and children in the same situation. Those women lost their husbands to AIDS, and they had to survive with their children against heavy social stigma. At that time, there were 13,000 clients.</p> <p>WOFAK is supported by and works with various international NGOs and government authorities such as the French Embassy, UNAIDS, the Global Fund, Barkley's Bank, UNICEF, Kenya Ministry of Health, People Bridge Charitable Foundation of Canada and many more.</p> <p>As you can see, the donors are quite powerful and that gives WOFAK a lot of hope for the future.</p> <p>Many WOFAK clients are HIV positive and Kenyans so they and you can understand each other's problems, be compassionate and protect each other's privacy. WOFAK also works with religious groups so members can have religious, ethical, and emotional help as well as medical and economic support. It aims to reduce the HIV/AIDS mortality rate in Kenya. Now, about 300 people die from it every day and even more are not reported.</p> <p>Unfortunately, WOFAK does not have an office in Migori. The closest one is in Homa Bay, but we will work hard to have an office here in Migori. Saying that, there are still many other women self-help groups in Migori which we will talk about later.</p>
12 minutes	What WOFAK has to offer	<p>Do you have any questions so far? Let's continue...</p> <p>WOFAK has a lot to offer. It offers care and support to women and children affected by HIV/AIDS. For example:</p>

Time Used	Visual aid/ PowerPoint	Workshop Script
3 minutes		<p>- Vocational training for older OVCs and women. It can teach them about computing, masonry, carpentry, metal work, hair dressing, automobile repair and maintenance, business management, bookkeeping, knitting, finance and many more.</p> <p>- It gives education about topics such as fair trade, political rights, human rights, reproductive health, and HIV/AIDS prevention.</p> <p>-It provides nutritional support for bedridden clients and OVCs such as free lunch meals on weekdays. Nutrition advice is given by professional nutritionists.</p> <p>- WOFAK provides counseling and group counseling and therapy not only from counselors but also from doctors, nutritionists, government officials, religious leaders, and legal officers. This counseling is normally introduced after clients have been informed by VCTs about positive HIV test results.</p> <p>- WOFAK can give comprehensive medical care by doing the the following:</p> <ul style="list-style-type: none"> A) Provide drugs for treatment of illnesses B) Provide ARVs C) Do tests such as liver function tests D) Monitor medical concerns such as CD4 counting, drug adherence, etc. <p>This is important because drugs are expensive, and you will have to give bribes to get quick test results (It can take up to 6-months if you don't pay a bribe)</p> <p>- WOFAK provides support to OVCs of 1.5 to 2 million Kenyan schillings for lost loved ones, nutritional support, primary education, education for guardians and parents and so on.</p> <p>- WOFAK helps with HBC by providing nursing care, emotional Support, bathing for those who need it, etc. for families that can afford it.</p> <p>-WOFAK helps provide antenatal and postnatal care along with HIV tests for pregnant women to protect their babies.</p> <p>Do you have any questions about how WOFAK can help you?.. Let's continue. Now I want you to be the African woman written on your role-play cards. Please become the woman. Feel like her. Act like her. It is important to be that person and give that person's opinion and ideas. (I will give each participant a role-play card)</p> <p>I'll give you three minutes to read your card and ask me any questions if you cannot understand. Let's start... Time is up.</p>

Time Used	Visual aid/ PowerPoint	Workshop Script
45 minutes	1) What can WOFAK or other women's self-help groups do to help you? 2) What other kind of help do you want or may be useful for you?	<p>Please look at the board. Today, I have two topics that I want you to talk about. They are (I will tell the topics) .. Do you have any questions about them?</p> <p>At first, I will divide you into pairs. Listen to and write the ideas you and your partner have for each of the questions. I will give you 20 minutes to do it. Then we will all make two groups. Each pair will tell her idea or opinions. I then want you to rank the ideas and tell me your rankings after you have finished. I will give you 25 minutes to do it.</p> <p>Do you have any questions? Please answer the way the person in your role play card would answer. Let's start.... Time is up for Part 1... Now make two groups and start.... Time is up for Part 2. Can one person from each group tell me your rankings for Topic 1? (I will take notes on what the audience said and may use them to make a future JOCV project)... Thank you. Can we go to Topic 2? (I will repeat the same procedure)</p>
10 minutes		<p>Thank you for all of your work and efforts. Let's review today's workshop. Please answer the following questions:</p> <ol style="list-style-type: none"> 1) What is WOFAK? 2) What does WOFAK provide? 3) Who does WOFAK give care and support to? 4) What is positive living? 5) What does OVC mean and how does WOFAK help them? <p>Do you have any comments or questions about WOFAK? Thank you for coming today. Next week, I will have a workshop about VCTs and couples counseling. They are important to help stop the spread of HIV and AIDS. See you next time.</p>

Role Play Card 1- Miriam (15 years old)

I am an orphan. Both of my parents are dead. I have nothing except for a few old clothes. My parents died when I was about 5 years old. I have done everything to survive. I sold water on the street, I broke stones and sold them, I polished shoes and I collected garbage and sold what I could from it. I am staying with my aunt-in-law, but she always beats me with a stick for no reason. I don't get the same kind or the same amount of food as her children even though I do all of their chores.

Some days I go without eating after doing all of the chores for my aunt-in-law without going to school. I am not allowed to talk to anybody or to make any friends. If I did, my aunt-in-law will beat me and lock me in the toilet all night.

People feel sorry for me. A neighbor introduced me to Mama Tima one day and now I am working for her because she needs somebody to do some house chores and she is busy sending five children to school every day. I don't feel the work is bad because at least I don't go to bed hungry at night after finishing work for her.

Mama Tima is very nice. She gives me food, a place to sleep at night and she treats me like a real child. I love Mama Tima even though we are not related at all.

One thing is I am HIV positive, and Mama Tima doesn't know about it. She might find out soon because recently I can't see very well. I know it is because of HIV because my HIV positive friend also lost her eyesight because of HIV. If Mama Tima takes me to hospital, she will find out about my condition sooner or later.

Should I tell her? She is already suffering too much about her ill sister. She might tell me to leave if she found out that I am HIV positive.

I don't have any other place to go. What can I do?

Role Play Card 2- Mama Kibibi

I am 22 years old. I live with my husband and 1-year old baby. I used to work in a hospital where I met my husband. He is a pharmacist. We enjoy our life together. I am lucky because most married couples are living separately in Kenya due to the husband's workplace is often different from where they live. Also, it is a Kenyan tradition to live together for the first two years of marriage.

But I am worried about my baby's future. My husband brings home a little money, but it is never enough. We manage to eat, but we don't have any savings. Kimbi is my first baby and I want to make sure she will have everything she needs for her life.

I have been told that I am HIV positive. So is my husband. Fortunately, Kimby is not. But I know we will not see her grow up to become an adult. We don't know when we are going to die, but I want to do everything for Kimbi while we are alive.

I asked my husband if I can go back to work, but he said, "No." because he is very jealous if I go out. He prefers me to stay at home and do house chores. He is a very traditional man, and he wants his wife to be somebody who is always there for him all the time.

A lot of times he comes home and checks if I am home. I know he loves me too much and I also love him from the bottom of my heart. Every day I fetch water, make tea, feed our baby, cook, go, and buy food, clean the house, do the laundry, and talk with other women in the neighborhood.

Thinking about Kimbi's future without her father or me is killing me. How can I convince my husband to let me do more?

Role Play Card 3- Mama Bakari- 32 years old

Just recently, my husband left me and our five children for another younger woman. He was the first and only man that I have ever known in my life, and he also said the same thing to me, but I think he lied.

I am HIV positive. I am unemployed. I have never done any work apart from house chores. I never went to school because I was selling grilled goat meat after my parents died when I was 10 years old to feed my little brother. He died 5 years ago.

I currently stay with my husband's mother (mother-in-law) who has already lost her husband from AIDS. She is also infected.

My mother-in-law doesn't know about my HIV status because if she knew, she would find out that her son is also infected. She is so nice to me, and I can't do that to her.

Her health is declining badly in the last few months. I think she need to be in hospital, but we can hardly afford to live. Now she is at home coughing badly. She has lost about 15 kilograms. She hardly moves and she sometimes looks like she just passed away.

I want to help her because she is like my mother. I want to take care of her. I have to get some money for us to eat. I have 5 children waiting for food to eat every day. Yesterday, we didn't have anything to eat. Things are very bad. What can I do?

Role Play Card 4- Zainab- 21 years old

I am from the Congo, but due to the long fighting and conflicts there, I am now in Kenya. I have lost all of my family except for my mother who sent me to Migori to be a commercial sex worker. I don't have a home and I don't know where my mother is. I just have to send money to her from my cell phone. I miss her so much. Why doesn't she want to see me?

I stay in a small room in a cheap accommodation with three other girls where truck drivers come and sleep while waiting till their customs documents are ready. I sleep until 6 PM and start drinking in the hotel with those drivers, they have a lot of money, and they always tell interesting stories. They also take me to nice night clubs. I usually have sex with them and get paid about 100 to 500 schillings. Sometimes I don't get paid for sex- I just get food and drink.

I am HIV positive. I found out a month ago. I don't really care because my mother doesn't care about me. Men don't want to wear a condom with me but that fine because I won't die alone.

I feel so lonely. One day, I want to see my mother with a healthy and clean body. I also want to get married to somebody who loves me. I don't want to have sex with men for money anymore.

I feel it is better to die. But I have no other way to make money. I have no education. I cannot read or write. I don't know anything about business. What can I do?

Task 3- Make a workshop plan

Purpose: You will have a very limited amount of time to not only improve your English language skills, but also learn and use appropriate vocabulary and skills. As you could see from the above sample workshop plan and role cards, having a workshop is one effective way for you to gather information related to your future plans and to practice your English. Your workshop plan will help your technical class instructor to directly help you remedy any mistakes or problems you may have and to give you useful advice.

What you need to do: Look at your assignment data sheet. You can use one of your future assignment tasks to make a workshop. You can use the template plan that follows to help you to organize your plan. Don't worry if you can't do it well. Just try to do your best! Give the completed plan to your instructor **after** you arrive at the Center.

Workshop Plan

Facilitator's Name:
Workshop Target Time:
Workshop Audience Level:

Topic:
Workshop Date:

Workshop Objectives:

- 1.
- 2.
- 3.
- 4.

Time Used	Visual Aid/ PowerPoint	Workshop Script

Time
Used

Visual aid/
PowerPoint

Workshop Script

Time
Used

Visual aid/
PowerPoint

Workshop Script

Making a Proposal and Evaluating It

After your research and your workshop, you will have valuable information you can use to formulate a project. You may want to apply for funds from JICA to implement your ideas. There is an official format to apply, but each host country has its own individual style for the application. Following is a sample made from them:

APPLICATION FOR FUNDS FOR JOCV ACTIVITY

Name of Applicant:

Date of Application:

Assignment Workplace:

Host Organization:

Objective of the Activity:

Details and content of the Activity:

Responsibility of Host Organization in relation to the Activity including financial share:

Details for how the progress of the Activity will be evaluated:

Planned Budget of Activity:

Item	Unit Price	Quantity	Host Organization Contribution	Comment
1				
2				
3				
4				
5				
6				

Total Budget Requested (Local Currency): _____

Request for Official Letter supporting Activity (Circle)

Yes

No

How To Evaluate a Formal Written Proposal

We have spent a lot of time covering how to prepare for and have a successful workshop. We have not spent any time studying how you can judge if a formal written proposal is good or bad, useful or not useful and so on.

“JICA Guidelines for Project Evaluation” sets five evaluation criteria for JOCV host country technical projects. The criteria are:

- 1) Relevance- The relevancy of the project is judged to the needs of the beneficiaries and whether the project’s objective is consistent with the policies of the host country and Japan is also considered.
- 2) Effectiveness- The project’s ability to achieve its objectives of bringing benefits to the stakeholders is considered.
- 3) Efficiency- Assessment of whether the resources used for achieving the objective are used effectively.
- 4) Impact- Long-term impacts and related effects caused by the project are assessed.
- 5) Sustainability- The ability of the project to still be in place in a sustainable manner is assessed.

Practice Exercise

Look at the following formal written proposal on the next page. Use the “JICA Guidelines for Project Evaluation” listed above to evaluate it. Will you approve of the proposal or not? Be ready to explain your position and defend your opinion.

To: Ms. Miki Matsumoto, JICA Ghana Office
From: Mr. Yusuke Watanabe, Japan Oversea Cooperation Volunteer (JOCV)
Re: Formal Proposal for helping children in Accra

January 5, 2022

Dear Mr. Matsumoto,

I work for the Japan Oversea Cooperation Volunteer as a community development expert. My job is to help the homeless street children who live in Accra, Ghana. As you know, they are so poor, and they need food and a safe and clean place to sleep at night.

I would like to ask JICA to help me help the children. I have an idea. I want \$5,000 U.S. dollars so that I can buy food and clothes for them. I will give them food twice a day and will give them tents so that they can sleep safely at night. It is so dangerous in Accra at night.

I will write a report to you every month telling you how many kids I have saved. I think it will be many because 5,000 U.S. dollars will buy much food and many tents. I also plan to put pictures of this great project on the Internet to show how great JICA is to help the children.

If there is any money remaining at the end of the year, I will return it to you with thanks. I have many experiences with helping such children in Osaka, Japan so you can trust me to be a good worker. My organization.

Thank you for your time and for giving me the money. We can work together and build a better tomorrow for the children of Accra. You are a kind and good person to help me.

Domo arigato gozaimasu.

Watanabe, Yasuke

Using the JICA assessment criteria explained above, what is your evaluation of this plan?

Are there any other points that helped you to decide to support or not to support the volunteer?

Task 4-Read the Orientation Materials

Purpose: The following orientation materials contain the basic information of what is expected of you as a trainee, what you can expect from your instructors, how you will be judged during your training and advice that will help you to survive and improve. Understanding this information will help to avoid any misunderstandings about your training.

What you need to do: You need to read the information **before** you arrive at the training center. Your instructor will give you details in your first technical English class.

Information about your technical classes

Your training center instructor will give you an orientation about your technical classes in your first formal lesson. Below are some of the topics your instructor will go over with you:

- 1) Who you are and what is expected from you**
- 2) What is expected from your instructors**
- 3) Choosing topics for your training**
- 4) How you will be judged**
- 5) Advice for if you have trouble**
- 6) Helpful ideas for you to be successful in your training**

The purpose for your orientation is to help you to understand what your English language technical training will demand of you. Details of the above topics will be made clear so that there will not be any misunderstanding about your technical class training.

Feel free to ask your instructor if you have any questions about any of the above training topics.

Task 5

Your First Assignment

Part 1

You are to give a minimum 3-minute speech in your first technical **in English** about your host country, your future workplace and what you will do there. You will need to gather as much information about it between now and your speech date (your JICA Data Sheet is a starting point).

The purpose of this speech is to get you to think, act and speak more comfortably in English and to help you understand your future role as a computer engineer. You need to prepare for it as much as possible.

After you have finished making your speech, each of your classmates will ask you one question in connection to what you have said. Those questions will be good English practice for them to ask and for you to answer. You might also guess what questions people will ask you so that you can prepare and practice answering them before your speech.

Part 2

In your second technical class, you must give the short workshop you made for Task 3 of this webpage to your technical class in English. Your instructor and classmates will watch and give you feedback to help you improve your performance.

Appendix 1- Sample of “Can-Do List” in English

Can-do items table for trainee self-evaluation

Trainee’s Name: _____ Job: ___ 22 _____ Date: _____

T. Class Teacher: _____

Can	Tasks
	1. Follow simple orientation instructions in preparation for job-related activities
	2. Make simple questions to get basic facts or more explanations
	3. Show someone the necessary actions for completing a job task using very simple language
	4. Say what is happening, what will happen, or what has happened while demonstrating a skill
	5. Describe how a mechanical, natural, or social system works in simple sequenced statements
	6. Give detailed instructions on how to do a job, or on how to use a principle or formula to solve a problem
	7. Give warnings and explain what will happen and why it will happen if we do or don’t do something
	8. Change the technical language of a theory, equation, or concept into more simple language
	9. State professional titles and explain personnel roles in profession or technical field
	10. Name common tools, materials, parts of equipment, etc. in job area and state their uses
	11. Read or listen to and understand books, articles, or lectures about the technical subject
	12. Name basic topics, concepts, equations, symbols, etc. in technical subject area
	13. Check audience’s knowledge and skills level and decide what they need to learn
	14. Make the objectives for a lesson, workshop, community projects, etc. to teach knowledge or skills
	15. Choose the necessary information and activities for teaching a lesson
	16. Make the questions or test tasks to check how much my audience have learned
	17. Prepare and give full lessons, workshops, or presentations by myself
	18. Make original plan and choose contents for a full technical information and skills course
	19. Write or present a project proposal or report
	20. Make an audience change their attitudes or habits or make them agree to cooperate

Appendix 2- Peer and Self Evaluation Forms

Workshop Evaluation Form

Speaker: _____ Subject: _____ Date: _____

<u>Introduction</u>	<u>Poor</u>	<u>Minimum</u>	<u>Good</u>
Ability to catch the audience's attention	_____	_____	_____

<u>Workshop Body</u>	<u>P</u>	<u>L</u>	<u>M</u>	<u>G</u>	<u>E</u>
Main points are clear	___	___	___	___	___
Key vocabulary words written	___	___	___	___	___
Explanation of main points	___	___	___	___	___
Check for audience comprehension	___	___	___	___	___
Use of examples	___	___	___	___	___
Audience participation	___	___	___	___	___
Organization of the workshop	___	___	___	___	___

<u>Presentation of information</u>	<u>P</u>	<u>L</u>	<u>M</u>	<u>G</u>	<u>E</u>
Use of general vocabulary	___	___	___	___	___
Ability to answer audience questions	___	___	___	___	___
Time management	___	___	___	___	___
Preparation for this workshop	___	___	___	___	___
Eye contact with audience	___	___	___	___	___
Self-confidence of speaker	___	___	___	___	___

<u>Conclusion</u>	<u>Poor</u>	<u>Minimum</u>	<u>Good</u>
Summary or conclusion was made	_____	_____	_____
Check of audience comprehension	_____	_____	_____

P = Poor performance	L = Lacking performance	M = Minimum performance
G = Good performance	E = Excellent performance	

Your feelings about today's workshop (Circle one)

Excellent Good Fair Difficult Poor

Your suggestions to improve the workshop (Write them below)

Self- Evaluation Form

Speaker: _____ **Subject:** _____ **Date:** _____

A) How did you feel about your workshop? (Circle One):

Very good

Good

Fair

Not too bad

Bad

B) What were the good points of the workshop? Please list them below:

C) What were the bad points of the workshop? Please list them below:

D) What changes would you make in the workshop to make it better? Please list them below: