



PROGRAMS MANUAL

(A Call to join the mission of making impact in the lives of people in socially and economically challenged communities)

Reducing Poverty and Supporting Teachers Through The Provision of Essential Education Services & Supplies

Dear Friends,

Greetings from the Helping Hands Network! Helping Hands Network is a nonprofit organization committed to empowering people and reducing poverty in deprived communities in Liberia through the provision of essential educational and empowerment services. Having worked with displaced people (mainly in refugee schools in Ghana) between 2009 and 2011, it was quite easy to understand the needs of our targets and designed strategies and projects to meet them. Our current projects include building the capacities of teachers in deprived communities. We are improving the skills and knowledge of teachers by conducting regular subject based workshops. During these workshops, teachers are taught a variety of subjects, based on the national curriculum provided by the Ministry of Education. Apart from the subject mastery workshops, the teachers are also taught classroom management, teaching methods and school management as well as didactic and pedagogical skills. The focus is to enable these teachers demonstrate competence in the classrooms.

Moreover, as a way of improving the reading skills as well as providing reference materials for the teachers and students, we are involved in building libraries (reading rooms) as part of our 'help a school project'. And through our Future Leaders Clubs in various schools, we are nurturing the school children through our career guidance trainings to help them make good career decisions.

There is also the Single Mothers Support Project. This project focuses on teaching women in deprived communities essential entrepreneurial skills as a means of helping them to identify small-scale business opportunities to support their families.

We think that education is the key to a better world for everybody. You have to understand the culture and history of other nations or tribes in order to maintain and establish peace. You have to be able to read and write in order to participate in the daily political life. You have to study basic maths in order to run your own business or you have to learn handicraft in order to support your family financially. Only education can guarantee a long-term, sustainable and emancipatory way of helping developing countries.

Are you a volunteer, philanthropist, student of (mathematics, management, physics, computer science, chemistry, biology, construction, agriculture, english, history, economics,...) who is interested in improving the lives of people living in economically challenged communities in different parts of the world?

Please join us as we reach out to the needy people in Liberia – a country regarded as the world's 2nd poorest country (UNDP Human Development Index Report 2012)! Your contribution could be volunteering to teach in selected schools in various communities in Liberia, donating books, educational supplies or financial contributions.

This concept paper outlines our projects descriptions, programs objectives, vision, project strategies and our approach to sustaining our projects. Please consider supporting the Helping Hands Network.

We look forward to receiving your donations or request to volunteer with us.

Best regards,

J. Wilfred Zeon & Tilman Hartwig

1.0 Introduction

Humanitarian organizations/institutions are touched by several issues affecting human beings in different communities, societies, and countries throughout the world. These issues dictate and shape the mode of operandi of these organizations.

This document therefore, outlines the societal problems that the Helping Hands Network – a not for profit organization located in Liberia has been striving to tackle.

Key issues covered in this document includes our mission/vision, objectives, overview of our areas of operation, programs descriptions, management structure, core values, sustainability approaches, etc.

We are very grateful to our friends and partners whose numerous contributions have helped us in reaching people living in deprived communities. We are also thankful to our beneficiaries/targets for their significant role in helping us to formulate and tailor our programs towards their needs.

To you all, we say you have helped us in making our programs sustainable by your frequent participation in our works and we strongly see you as our life time partners.

Together we are making the difference!

1.1 Overview of Where We Work (Liberia)

‘Liberia’ is derived from a Latin word ‘liber’ meaning to be free. The country was founded by free slaves from America in the 18th centuries. It is located in West Africa, bordering the north by the Atlantic Ocean, Cote D’ivoire, Guinea and Sierra Leone. With a territorial area of 111,369 sqkm and a tropical climate, Liberia has an annual average rainfall of 432 cm making it one of the wettest countries in the world. The population of Liberia is about 3.5million (LIGIS 2008 Population and Housing Census). The country was hit by a brutal civil war which lasted for more than 14 years.

The effects of the war are visible throughout the country, including high illiteracy rate, lack of basic social infrastructures, etc. Literature says that the conflict killed approximately two hundred and fifty thousand people who are needed to build basic infrastructures and an operating public service.

Peace returned to the country in 2005 with the election of Africa’s first female President. Since then, considerable efforts have been made by the government and other stakeholders. However, there is still a need for frantic efforts to address the different sectors of the country’s economy ranging from education, health, agriculture, transport, etc.

In early 2012, the United Nations Human Development Index Report rated the country as the world second poorest country next to the Democratic Republic of Congo with over 60% of the country’s population living below a dollar a day.

By way of demographic profile, the country is divided into 15 parts referred to as counties. Each county has an administrative seat for local governance. There are about 16 different dialects spoken in Liberia. Monrovia the capital is the seat of government.

1.2 A look at the Country’s Education Sector: A Key Sector for Societal Transformation

The Educational Sector of the country was severely affected by the 14 years of conflict. The sector is characterized by the lack of qualified teachers, lack of adequate teaching learning materials (text books, visual aids, laboratories, etc). The 2007/2008 Education Census of the Ministry of Education puts the total number of primary, junior and senior high schools(basic and secondary schools) across the country at over 6,500 schools , made up of public, private and faith based schools. The conditions under which the children in these schools learn are very

deplorable. In some villages and rural communities the teacher to student ratio is 150:1; with bulk of the teachers lacking the requisite qualifications to teach. At the tertiary level, there are no basic facilities to enhance research and conducive learning.

1.3 Evolution of the Helping Hands Network

The Helping Hands Network(2H-Net) is a professional not for profit educational humanitarian organization committed to transforming less privileged communities through the provision of essential educational services. We believe the right path to sustainable peace and development in any environment is the use of education. We see education as an effective tool of social change, transformation and progress.

With over six years of experience in providing essential educational services to refugee schools and vulnerable people in Buduburam Refugee Camp, Ghana (West Africa) and the diversity of our staff and management team, we are proud of our hallmark of service delivery to our targets.

In Liberia, the Helping Hands Network is building the capacities of teachers, schools, children and rural community dwellers and women. Our impact oriented projects cut across training of teachers, support to single mothers, construction of centralized communities libraries, career guidance to school children, and the provision of other essential educational supplies(donation of text books, copy books, etc).

1.1.2 Mission:

A professional not for profit making organization committed to transforming lives in less privileged communities through the provision of participatory, essential, educational and empowerment services.

1.1.3 Vision:

Our vision is to see societies where people are empowered and capable of taking care of themselves as well as contributing to the development of their communities through the use of education.

1.1.4 Our Core Values:

As a not for profit organization we are guided by the following principles:

- *Communities Participation & People Centre*: - our programs are community needs' driven and are fully participatory and people centered.
- We are *Accountable*:- we are fully accountable to our supporters and beneficiaries as we see ourselves as stewards of trust between our supporters and targets.
- We are *passionate about concrete results*:- our works are results driven and cost effective. We set effective performance indicators for our interventions.
- *Gender Sensitive* we consider the impact of gender mainstream in the implementation of our programs.
- We take *holistic* approach in addressing the educational and empowerment needs of our targets. This enables us to analyze the root cause of the problems facing our targets before our intervention.
- We *encourage innovation* in our projects delivery through the diversity of our management structure and continuously listening to our constituents.

2.0 What we Do: Our Programs & Projects Description

Our humanitarian interventions in less privileged communities in Liberia are grouped under four (4) unique programs, with each program containing sub projects or components.

- (a) The Help A School(HAS)/Essential Educational Services Program
- (b) Single Mothers Support(SMS) Program
- (c) Rural Schools Farm Program(RSFP) and
- (d) Peace Building & Conflict Management Program (PBCM)

2.1.1 Help A School (HAS)/Essential Educational Services Program:

Program Overview:

Education is the key to human development, social understanding and national progress. Sadly, the fourteen (14) years civil crisis destroyed every fabric of the country's educational sector. The country's 2008 Population and Housing Census indicate that over 60% of the country's population is made up of youth between the ages of 15 -35 years. This calls for concerted efforts to encourage and keep the children and youths in schools. Doing this entails qualified teachers, the right facilities for the schools and school children.

It is against this backdrop that the ‘Help A School Program’ was designed to help address some of these challenges with emphasis on schools in less privileged communities.

The ‘Help A School Program’ focuses on building the capacities of schools in rural and deprived communities. The Program focuses on improving the capacity of schools in rural and deprived communities. Subject based Workshops are arranged in line with the empowerment needs of community schools and the national curriculum made available by the Ministry of Education. These trainings are conducted on a periodic basis and usually take place during vacations. Besides the subject mastery trainings, teachers are also trained in effective classroom management, lesson planning, teaching methodologies, school administration, didactic and pedagogical skills.

Our ‘Help A School Program (HAS)’ also involves donating essential educational materials (books, copy books, etc.) and the construction of centralized libraries for schools in deprived communities. The overall objective of this program is to give teachers the qualification to demonstrate competence in the classrooms, so that the children can learn under improved conditions. Moreover, the project aims at equipping schools with well-equipped libraries that will serve as resource centers for teachers and students. The HAS Program also builds the leadership skills of students through our future Leaders Clubs in these schools. Through our future leaders clubs the students are taught public speaking, writing of CVs, job searching skills, etc

The Help A School (HAS)/Essential Educational Services (EES) Program has four key components:

- (i) Teacher Refresher Trainings Project(TRTP)
- (ii) Centralized Library Project(CLP)
- (iii) Future Leaders Club(FLC)
- (iv) Essential Educational Supplies(EES) Project and
- (v) Peace Building & Conflict Management Project (PBCMP)

2.1.2 The Single Mothers Support (SMS) Program

Program Overview:

‘Single Mothers’ are women who lost their husbands during the brutal civil crisis and are catering to their children/wards with little or no help from anybody. Catering to these children/wards in schools or even providing meals for them on a daily basis continue to be a major challenge for them.

Under the ‘Single Mothers Support (SMS) Program, these women are taught business skills to help them identify small scale business opportunities in their communities. During these trainings, we also engage these women in basic numeracy skills training, personal hygiene, child management and upbringing, HIV/AIDs campaigns, etc. After the training, they are linked and given start-up capital to start their new business ventures. Our regular coaching ensures that the women can make their business work. A strategic program under the Single Mother Support Program is the Mothers Skill Training & Microcredit Scheme/Project.

2.1.3 The Rural Schools Farm Project (RSFP)

The Rural Schools Farm Project aims at training agriculture and science teachers in rural and deprived communities by teaching them basic farming and agricultural skills. The farms serve as demonstration/practical grounds for the science and agriculture students in the project communities. The objective of the program is to encourage students to take on farming and agricultural activities as way to promote sustainable living.

2.1.4 Peace Building & Conflict Management Program (PBCM)

This project focuses on teaching peace building and conflict management skills at the community level. The essence of the project is to promote peaceful co-existence among various communities in Liberia as the 14 years civil crisis was fought by different tribes. Using our 'serving the servants' methodology, peace cells/clubs are set up in various communities. Community heads are selected from various communities and we teach them various peace-building skills. Thereafter, they are called peace ambassadors in their various communities. They are encouraged to transfer the skills to their community members/peers. Common areas covered during the peace building training include “anger management”, negotiation skills, mediation, etc. During these training sessions, the trainees are also taken through diseases (malaria, HIV/AIDs, etc.) prevention and control, etc. The Helping Hands Network supports these

community clubs with training in leadership and the implementation of the projects identified by these clubs.

3.0 How We do What We Do: Our Approach to Programs Sustainability

In our quest to contribute to improving the livelihood of our targets through the use of educational and empowerment services, we are aware of the competition for donor funds. We therefore consider sustaining our programs as our strategic responsibility. And one of the ways we are ensuring this is through the active participation of our targets and the leveraging of cost. The following sustainability strategies have proven to be successful as far as sustaining our programs over the years is concerned:

- We involve our targets in formulating our programs. This allows them to feel part of our programs and take ownership of our projects after our interventions.
- We emphasize cost effectiveness. For instance, we use easily handmade materials during our teachers training workshops for demonstrations instead of very expensive technologies. This enables us to do more with less resource.
- We build effective professional relationships with our volunteers and supporters by keeping them inform about our project activities through our quarterly reports, newsletter and website. This makes them connect to us after their support and period of volunteerism.
- Our volunteers are free to make inputs during our programs review sections held every year at the top management level.
- We recognize gender balance and equity in our project communities.
- We demonstrate professional competence in managing the resources entrusted to us by our donors and supporters. Every cent/dollar given to us goes directly towards our programs delivery.
- Our Accounts are audited annually and the findings from the auditors are shared with our supporters/donors.

- We have effective internal control systems in place to safeguard our volunteers and assets.
- We motivate our staff by regular in house training and other moral support.
- We are sensitive to cultural diversity and we respect the views and culture of our staff, volunteers and project communities.

3.1 Our Management Team: Who Are We

The success of every organization largely depends on the competences and effectiveness of its management team. The management team of Helping Hands Network is made up of the following key staffs who are committed to ensuring that the objectives of the organization are achieved:

3.1.1 Mr. J. Wilfred Zeon: Founder, Director of Programs & Country Representative

Wilfred is a Liberian national committed to improving the lives of the people around him. Having been a refugee himself for 18 years, he is always determined to make the lives of his fellow countrymen better. At the refugee camp in Ghana, he worked with a number of NGOs rendering services to the refugee community. He is widely admired by many people who have benefited from his desire and sacrifices in helping the needy. He holds a Bachelor of Science Degree in Business Administration and an Associate Degree in Business Education. He also has training in a variety of areas such as social work, NGO Management, Project Planning and Administration, Community Need Assessment, etc. He is a motivational speaker, an author, and enjoys serving the needy.

3.1.2 Mr. Tilman Hartwig: Founder & Oversea Coordinator

Mr. Tilman Hartwig is a scientist and lecturer committed to help people in deprived communities in different parts of the world. He was very influential in the design and establishment of the Subject Mastery Workshop Project under the 'Help a School Project'. He holds Bachelor degree in Physics and is a Master Degree candidate in astrophysics. Besides his lectureships at two German universities, he has organized several workshops for teachers in two different countries in Africa (Liberia & Ghana). His interests include sharing his knowledge and resources with people in deprived communities through education and the sharing of knowledge.

3.1.3 Mr. Jonathan Trenk: Director of Marketing & Partnership

Jonathan holds a Bachelor Degree in Political Science and has opted for another Bachelor in Agriculture as a result of his interest of using his hands to do practical things. He also has several experiences in microfinance projects in African communities as he has worked with different women groups during his volunteering days in Ghana. His passion and interest is to improve the lives of children and people in needy communities.

4.0 Current Project Locations:

I. *Monrovia (Montserrado County)*: With a population of 1.2 million inhabitants and more than 1000 schools.

II. *Swedru (Grand Gedeh County)*: With more than 22,000 inhabitants and over 500 schools.

5.0 Estimated Cost of our Works

These costs are estimated per project/program. However, donations of any amount are important and meaningful to our initiatives.

No:	Project	Freq/Unit	Amount (US\$)	Amount (EUR)
1	Volunteering with Us	monthly	300.00	228
Direct Programs Cost				
2	Teacher Refresher Trainings Project (TRTP)	Yearly	4,000.00	3,035
3	Centralized Library Project (CLPP)	Yearly	5,000.00	3,794
4	Future Leaders Clubs Initiatives (FLC)	Yearly	3,000.00	2,276
5	Essential Educational Supplies (EES) Project	Yearly	4,000.00	3,035
7	The Rural Schools Farm Project (RSFP)	Yearly	1,000.00	759
8	Peace Building & Conflict Management Program (PBCM)	Yearly	2,000.00	1,517
9	Single Mothers Support Program(SMS)	Yearly	4,000.00	3,035
10	Programs Administration- Local	Yearly	3,600.00	2,731
11	Program Administration – International	Yearly	600.00	455
Direct Programs Cost Per year			27,200.00	20,865.00

Notes to the Cost Summary:

- ✓ **Volunteering With Us:** The amount exclude flight tickets and visa arrangements to and from Liberia; but includes the costs of feeding, local travel and accommodation.
- ✓ **The School Library Project:** To build a mini Library at centralized location with the community residence providing the labor, water and land.
- ✓ **Teacher Refreshers Training Project-** Costs include refreshments for participants, teaching learning materials, costs of certificate printing, etc.
- ✓ **School Rural Farm Project:** The purchase of seeds, cutlasses, and farming tools.
- ✓ **Future Leaders Club:-** allocation for meetings, facilitators' honorarium, printing training manuals, etc.
- ✓ **Essential Educational Supplies:** allocation for text books, copy books, pens, rulers, photocopiers, posters, computers, etc.

Photos Gallery



Participants from the 1st Workshop



Participants from the 2nd Workshop



3rd Workshop: Practical Session for Science Teachers