Quarter 2 (2010) Progress Report Submitted to

[name of the donor]

Notes: this example has been made shorter than the original, as indicated by "etc". Some headings has been made in colours only for the module, usually a report is using black and white colours.

1. **Name of Organisation:** Foundation for Local Development

2. **Project Title:** **Online-Learning and Social Enterprise Training (June 2010 to May 2011)**

3. **Project country:** Myanmar

4. **Period covered by the report:** 1st September – 30th November 2010

5. Target group/area:

Youth keen to educate themselves and with potential to be social entrepreneurs.

6. Summary of results/Achievements

Now Internet has been installed in every center, and so far, UITL course has recently started in every centers and number of applicants vary from a center to another.

The UITL and Online Tutoring workshop planned previously to occur in Ygn was completed successfully by bringing the Myanmar coordinator to Chiang-Mai : SET/ME online tutors have been trained.

SET students have been selected, and SET course is planned to start on Dec. 1st.

Delays reported for quarter 1, have been remedied during quarter 2, with delayed activities implemented according to the updated workplan.. However, the small number of applications to join the SET led LA (local partner name) to select some students with a profile, or SE project idea sometimes far from the criteria. We hope that with individual encouragement and support online, they will gain skills and respond to the course with a more entrepreneurial approach.

Intervention/Implementation

7. Overall objective and project purpose

Overall objectives

This project seeks to support efforts by [local partner name] LA, an emergent youth-oriented education and community development oriented organisation based in Yangon which has been offering 'Management English courses and has expressed the desire to join FLD in exploring how to utilise available civil society space and the internet to provide new opportunities for effective education / training opportunities to empower an influential and social entrepreneurially inclined group of young people. The goal is to encourage young people to learn to think and learn critically, to learn to use the internet for learning purposes and to develop their sense of social responsibility and learn also how to turn that into practical activities of value to their communities.

Project purposes:

Primary:

1. LA and their students utilising internet and multi-media and mixed mode (*) approaches to social enterprise training. (10 young people trained to 'multiply' utilisation of the internet for learning purposes; three multi-media SET modules developed, small group of expert external resource persons trained to provide effective support to SET trainees online.

2. Preliminary SET completed with 20 young potential social entrepreneurs with 10 proceeding through face to face workshops for planning successful social enterprises with access to expert external online counselling and support.

Secondary:

LA delivering meaningful education/training programmes utilising internet and multi-media and mixed mode delivery (*).

8. Summary of results/achievements (using indicators)

Project	Indicators	Achievement June-August 2010	Achievement Sept-Nov 2010
Results:			
Result 1.1 (Obj 1): 10 staff/volunteers/ activists with LA trained by FLD to be able to provide online support to LA students (e.g. 3 to provide ME course support online) and act as multipliers in spreading internet learning skills (7 for "Use Internet to Learn").	• **1:** LA staff and students using online 'tutorial support' 2: LA staff, volunteers, activists report increased capacity of student, internet users to complete successful internet searches.	• 1: trainers are being recruited, trainees are being informed/advertised	Number of UITL trainers modified : 4 trainers selected. They were trained to deliver the course.(*). UITL training started in one center. 3 Online tutors selected (*) (*) trained on "online tutoring and Training" – OTT course
Result 1.2 (Obj.1) : Multi-media materials (chosen by FLD and LA, developed by FLD and tested by LA) to augment 2 existing community management modules, Communication Skills and Basic Report-Writing, and to augment a new module Introduction to Social Enterprise prepared by FLD;	• Multi-media materials sets available for the three modules involved to achieve result 2.1.	• Multimedia materials have been chosen; and tested in Myanmar.	• Multimedia materials developed for Recruiting and Orienting Staff (replace Fin. Man. Module), Communication Skills and Introduction to Social Enterprise. • ADSL and computers installed in Magwe, Dawei and Yangon
Result 1.3 (Obj. 1): A range of available on-line tools will be developed and tested for teaching online and organize online meetings/discussions (e.g. elaborate Virtual Classroom, Video-Conference)	Tests conducted and conclusions drawn regarding best 'tools' to be used by 3 local tutors.	• Activities related to this result were not expected to start in quarter 1.	• Preliminary stages (strategy/choice of technical tools) for using Virtual Classroom and Video-Conference
Result 1.4 (Obj.1): A small group of external expert resource persons will be trained to provide counselling and support to 'social enterprise trainees'. They will be supported by newly trained online local tutors.	SET trainees involved in social enterprise planning activities (to achieve result 2.2) report receiving effective on-line support from external resource persons	• Preliminary activities conducted in accordance with the plan: identification of external resource persons.	• Change : counselling and support will be made by Res.Persons hired for SEP (i.e. WS facilitators).
Result 2.1 (Obj.2): etc	etc	• etc	• etc

9. Activities progress, problems and deviations

9.1 Activities

Result 1.1:
10 staff/volunteers/activists with LA trained by FLD to be able to provide online support to LA students (e.g. 3 to provide ME course support online) and act as multipliers in spreading internet learning skills (7 for "Use Internet to Learn").

Activity 1.1.1 Develop Learning Materials (course content)
Learning materials were developed for both courses (UITL and Online Tutoring Training-OTT).
List of materials designed:
a) For UITL course: Trainer Manual, Student Manual, Reference Manual, Activities Workbook and Activities Answers.
b) For Online Tutoring Training-OTT : Trainer Manual and Training Module.

Activity 1.1.2 Develop Multimedia Materials (video, slide-show…)
This activity 1.1.2 was planned as a substitute of multimedia Software Captivate. As multimedia software Captivate shown it can work well and also include video and slide-show, the development of materials 1.1.2. is not necessary anymore.

1.1.3 Implement learning/multimedia materials and activities (Forum, quiz…) in FLD website
Captivate multimedia materials were completed: learning activity for Recruiting and Orienting Staff.

1.1.4   Test materials (CD, website) – done by 3 local tutors (support by Ygn IT specialist, and from a distance by FLD OTC)
Access to FLD website content (forum & quiz) is completed in a normal and satisfactory duration from ME IT centre i.e. ME centres equipped with ADSL). But access is too long from Internet Café. As mentioned above in 1.1.3, a solution for use of quiz and forum has been found.
Samples of materials designed with multimedia software Captivate were tested successfully in ME centre and Internet café.

etc

Result 1.2:
Multi-media materials (chosen by FLD and LA, developed by FLD and tested by LA) to augment 2 existing community management modules, Communication Skills and Basic Report-Writing, and to augment a new module Introduction to Social Enterprise prepared by FLD;

Activity 1.2.1 etc

9.2 Problems

9.2.1 Quarter 1 updates
Problems listed in quarter 1 have been solved, as detailed below:

Activity 1.1.2 Develop Multimedia Materials (video, slide-show…) :
ADSL access is still in progress for Dawei centre. Local staff was said that the official procedure (paperwork, authorizations etc) can take up to 3 months.
We think Dawei should be equipped at the end of September.
Quarter 2 update : problem now solved

Activity 1.2.2 Develop Multimedia materials: Due to an unplanned workload for FLD online coordinator (workload underestimated regarding quarter 1, and other duties related to ordinary FLD activities), this activity has not been completed yet, but started with a preliminary stage (outlines).
This activity is planned to be achieved in September.
Quarter 2 update : problem now solved

Activity 1.2.3 Test of Multimedia materials in Ygn (by FLD OTC): First, the materials have not been completed, as mentioned above, in 1.2.2.
In addition, due to the issue mentioned regarding 1.1.10 (workshop in Ygn), these tests will be completed in early October in Ygn by LA IT staff or Myanmar project coordinator.
Quarter 2 update : problem now solved

etc

9.2.1 Quarter 2
Regarding quarter 2, no significant problem appeared, except some delay (about 3 weeks) as explained below:

Activity 2.1.2 Selection of 20 trainees
Activity completed a few weeks late, as this coincided with elections in Myanmar and the deadline to apply was extended after election time, and as many short-listed applicants needed to be personally contacted by phone.

etc

9.3 Deviations

The deviation mentioned in quarter 1 was related to 1.1.10, i.e. inviting LA coordinator to CM to be trained and then conduct training back in Myanmar. While it may it may have been better that the course designer himself (i.e. FLD OLSET Project Coordinator - Alain Madec)provides the training, since the LA coordinator had experience in a) providing WS and b) in online learning, the outcomes seem positive.

During quarter 2, there hasn't been any significant deviation, except a) the small number of SET applicants and b) a change in delivery of online course "Introduction to online learning", as explained below.

a) SET applicants

etc

b) Online course "introduction to online learning"
1.1.9a   trainees with no experience in learning online will attend an online 2 months course tutored by FLD OTC
The original plan was to train students about "learning online" during F2F workshop, after they were put in situation to learn online themselves (2 months). Due to some delay in coordination (new LA coordinator just arrived in August), the 2 months course was planned to be reduced to 3 weeks. However FLD considered the 3 weeks were too short for providing enough awareness to online learning, and might even be confusing or frustrating: it was therefore decided to focus only on the F2F workshop to train them about "learning online".

10. Assumptions

Remain valid

11. Implementation problems and challenges

The main problems identified during quarter 1 were a) late installation of Internet in Dawei, and b) the fact FLD coordinator couldn't go to Yangon for providing the WS.
Some activities were rescheduled, so we now can meet the updated timeline.
Now, Dawei has ADSL Internet access, and UITL training has started in a positive way.

Regarding quarter 2, several activities that had been rescheduled have been completed.
There were no significant new implementation problems.

12. Recommendations and conclusions

Conclusions:

The project is now at an important stage : the commencement of SET training. We realize more and more the two challenges of this project : delivering a formal training on Social Entrepreneurship, and the online delivery aspect.
As the SET trainees' profiles and projects are varied, our approach based on individual tutoring (and mentoring during SEP by Resource Persons) seem to be the appropriate one.
We hope that during the following months, trainees will have enough opportunities for discussions and reflections, and enough time to mature their idea, and hopefully go through the SEP training successfully.

13. Budget and disbursement

See attached Financial Report.