

# Group 3

2FTE staff in kind, US\$100,000 in  
grant

# 2 FTE staff

## Functions

1. Management
2. Business Development
3. Program Coordination
4. Training and Quality Assurance

# Duties

- 1 person
  - 50%: serve the secretariat, do the management and administrative support
  - 50%: do program coordination  
(Items 1, 3, 4)
- 1 person
  - 100%: work on business development  
(Item 2)

# Funding

## USD 100,000

1. Training and Capacity Building: USD 30,000
  - Outsource content
  - Organizing training programs
  - Travel cost for in kind resource persons from members
2. Marketing, PR, Material Development: USD 30,000
3. Website and Maintenance: USD 5,000
4. Travel cost for the two FTE staff to attend the regional meetings: USD 12,000
5. Regional Meeting Support: USD 10,000
5. Evaluation and Quality Assurance: USD 10,000
6. Contingency: USD 3,000

# Governance and Management

- Reporting to the Governing Committee
- Day to day supervision by designated GC members in consultation with host DLCs' line managers.
- Annual work programs and monthly progress reports.

# Continuity and Quality

- Minimum secondment of period of 1 year
- Expected outputs of 2-5 programs a year valued at US\$100k

# Key insights

- Mechanism to ensure members' commitment and contribution both in kind and in cash
- Establish incentive measures for the DLCs to contribute taking into consideration the need to avoid conflict of interest
- Knowledge transfer to ensure continuity of the quality delivery of the functions