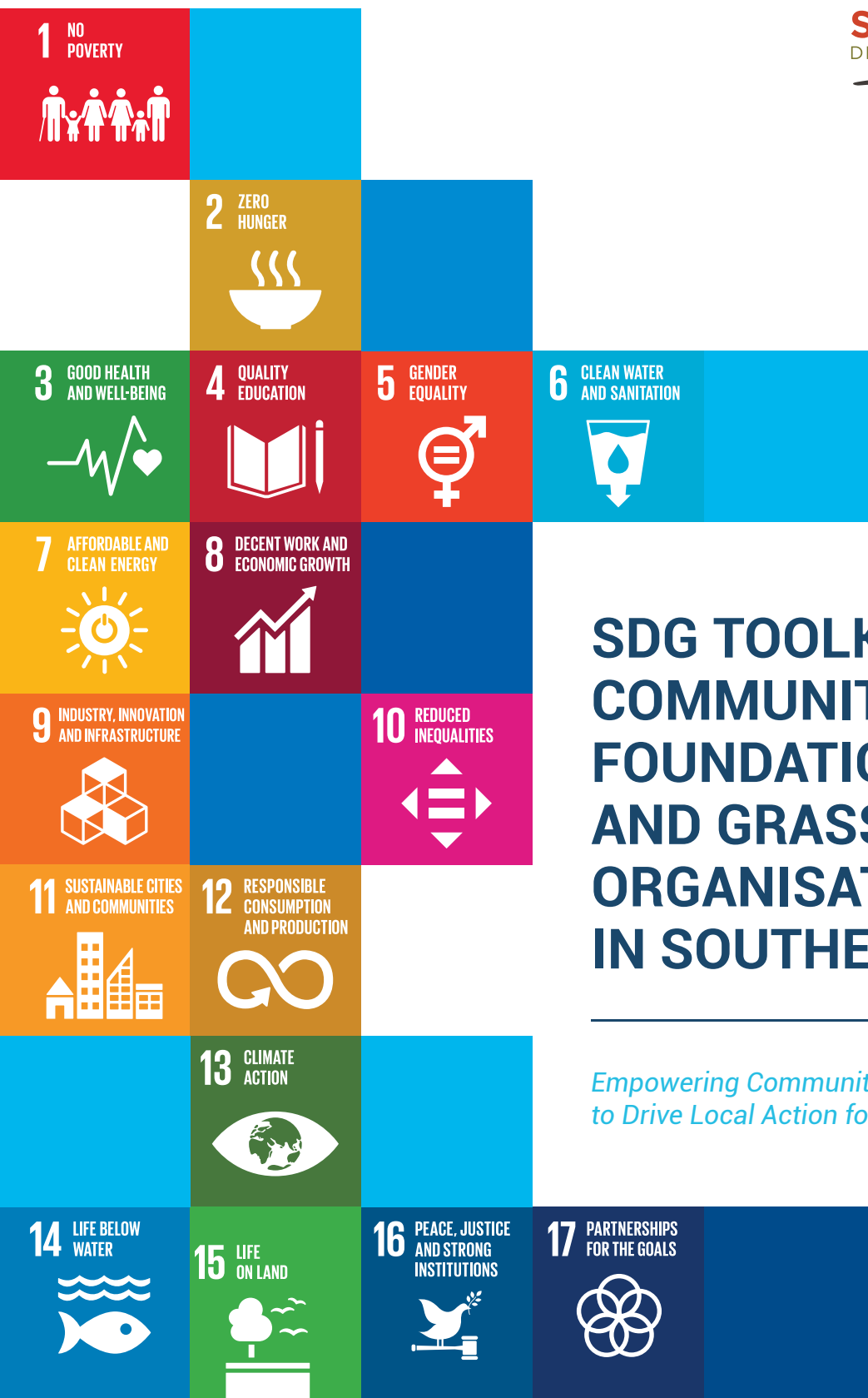




SDG TOOLKIT FOR COMMUNITY FOUNDATIONS AND GRASSROOTS ORGANISATIONS IN SOUTHERN AFRICA

*Empowering Community-Based Organisations
to Drive Local Action for Global Impact*

2026

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This Sustainable Development Goals (SDG) Toolkit is the result of a collaborative and thoughtful process, shaped by the contributions, insights, and shared commitment of many individuals and partners.

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Their perspectives and lived experiences helped shape a resource that is grounded and responsive to real needs.

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With support from:





SDG Toolkit for Grassroots Organisations in Southern Africa

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1. ABOUT SGS CONSULTING



SGS Consulting is a company registered as a closed corporation and operates as a social enterprise based in Johannesburg, South Africa. Established in 2002, SGS Consulting focuses on driving transformative social change across the SADC region and the wider African continent. Working within complex post-colonial and post-apartheid contexts, the organisation aims to address systemic inequalities and promote a just, equitable, and inclusive society. Its core work centres on strengthening the infrastructure for community philanthropy and supporting the development of community foundations, delivering organisational development support and research within the social justice sector, advancing education improvement, and facilitating grantmaking. Through partnerships with grassroots organisations, government departments, and global institutions such as the UN, the Charles Stewart Mott Foundation, and the Ford Foundation, SGS Consulting empowers communities, strengthens civil society, and supports the realisation of basic socio-economic rights alongside long-term, sustainable development.

1.1 VISION

Our vision is to catalyse transformative social change in Africa, fostering a just, equitable, and sustainable society for all.

1.2 MISSION

SGS Consulting is committed to promoting social justice, community empowerment through philanthropy, school improvement, and organisational development to create a more equitable, and inclusive society.

2. BACKGROUND TO THE DEVELOPMENT OF THE SDG TOOLKIT

The SDG Toolkit developed by SGS Consulting is designed to build awareness and strengthen advocacy around the Sustainable Development Goals (SDGs), while linking local giving with broader philanthropic efforts. Grounded in the realities of Southern Africa, the toolkit supports meaningful youth participation through a Young Persons Reference Group (YPRG) and recognises the important role of community philanthropy in driving change. It provides practical guidance for Community Foundations, Community-Based Organisations (CBOs), NGOs, funders, and grant makers to raise awareness of SDG-related work, collect local-level data to inform national reporting, and strengthen connections between grassroots initiatives and global development priorities. While developed in a Southern African context, the toolkit is adaptable and relevant to organisations working in similar environments elsewhere.

3. WHAT ARE SUSTAINABLE DEVELOPMENT GOALS?



The Sustainable Development Goals (SDGs) form part of a global commitment adopted by all countries to end poverty, protect the planet, and promote peace and prosperity for all. Set out in the 2030 Agenda for Sustainable Development, they comprise 17 interconnected goals that recognise the need to balance economic growth, social inclusion, and environmental protection. Central to this agenda is the understanding that development must take place within the Earth's environmental limits, alongside a strong commitment to the principle of leaving no one behind.

4. ROLE OF THE YOUNG PERSONS REFERENCE GROUP (YPRG) IN SDG TOOLKIT DESIGN

Youth involvement in the design and development of the SDG toolkit has been pivotal, deliberate, and both a strategic and a practical choice throughout the process. It is strategic because young people are among those most affected by the long-term outcomes of the 2030 Agenda. It is also practical, as they bring fresh perspectives, digital skills, and innovative thinking. More importantly, their involvement helps ensure that the toolkit is accessible and relevant to young people, who are key stakeholders in the sustainable development agenda, particularly in the context of the demographic dividend they represent in the continent.

4.1 Rationale for Youth Involvement in SDG toolkit design and development phase

As in the preceding phases, the design and development of the toolkit actively involved young people through the YPRG. This approach aligns with one of the core objectives of the assignment: to foster meaningful youth participation through the YPRG in Southern Africa. Insights gained through the needs assessment engagements and consultations during the toolkit development process have made the case for sustained youth involvement both clear and compelling.

This is reflected in the following:

- a) Securing future ownership by youth, as they will be living in the world shaped by today's SDG decisions
- b) There is significant innovation and creativity among young people, who often generate unconventional, tech-driven solutions.
- c) Throughout the consultations, the need for the toolkit to align with young people was strongly emphasised by stakeholders. Ensuring relevance and resonance with youth will help the toolkit's language, design, and examples connect effectively with younger audiences.
- d) There is diversity of perspectives that captures broad-based experiences from rural, urban, disadvantaged, and digitally connected youth.

4.2 Youth Participation Strategies

Sustained participation and involvement of young people have been manifested through the following:

- a) **On-boarding** of this exercise entailed a deliberate effort to engage all the CFs' leaders in the five countries
- b) **Content co-design workshops:** A series of tiered sessions were conducted in which YPRG members participated through representation in ideation workshops and content co-creation processes. These engagements also included other young people involved in the needs assessment consultations, whose perspectives and inputs have significantly shaped the toolkit's design.
- c) **Content development:** The needs assessment process was youth-focused and youth-led, making young people's contributions to content development indispensable. They have been actively engaged and will continue to play a key role in gathering data, case studies, and community stories within their contexts. They will also be encouraged to lead peer-to-peer interviews to generate richer and more relatable insights. This approach will extend into the testing and piloting phase. To support this process, the YPRG was organised into four technical working groups to provide structured, strategic input, drawing on their respective areas of expertise.
- d) **Digital engagement:** Efforts have been made to develop companion mobile-friendly and social media-based tools in collaboration with the communications team. This includes the use of youth-oriented platforms such as Instagram, TikTok, and WhatsApp to share SDG-related content. These approaches are informed by the needs assessment, which indicated that stakeholders have the technical readiness and capacity to engage with the toolkit.
- e) **Ambassadors and advocacy:** As part of the broader advocacy agenda, efforts were initiated to build capacity and train youth leaders to serve as toolkit ambassadors. Emphasis will be placed on involving them in presentations, policy dialogues, and community sensitisation processes. These efforts are intended to continue beyond the development phase, supporting an ongoing and iterative process of engagement.

4.3 Governance and Sustainability

The sustained involvement of the young people is indispensable and will be instrumental for sustainability. There are already elements that bolster governance and sustainability of the process as follows:

- a) The establishment of the YPRG, which has already begun to serve as a youth advisory group, is critical for ensuring continuous input during both the development phase and after the toolkit's launch.
- b) The efforts to ensure youth inclusion in monitoring and evaluation processes, helped to maintain the relevance and effectiveness of the toolkit.
- c) The undertaking to create pathways for young people to scale and adapt the toolkit across different contexts.

5. ABOUT THE SDG TOOLKIT AND RESOURCE GUIDE

5.1 Background to the Toolkit and Resource Guide

The toolkit serves as a practical guide for stakeholders to support the implementation of, and accountability for, the SDGs in their countries. Building on the experiences and lessons learned since the adoption of the 2030 Agenda for Sustainable Development, this resource provides up-to-date information on key approaches, practical steps, and essential tools. It is designed to contribute to national reporting frameworks, ensuring that every effort counts and that no one is left behind in the development process.

5.2 Purpose of the Toolkit and Resource Guide

Recognising the importance of achieving the 2030 Agenda, this toolkit and resource guide aim to support and strengthen the capacity of civil society actors and other non-governmental stakeholders to engage in SDG planning, implementation, and accountability processes. They provide a range of information, guidance, practical tips, and resources to support understanding of and engagement with the SDGs, alongside illustrative case studies from civil society organisations in the region. Importantly, it also seeks to connect stakeholders involved in SDG initiatives, partnerships, and key resources.

This toolkit and resource guide are not intended to be exhaustive or prescriptive. Rather, they offer general guidance on SDG data collection and the documentation of impact stories.

5.3 Who the Toolkit and Resource Guide is for

The target audience for this toolkit are the Local Change Makers. They constitute critical resource partners with established community trust and understanding of local contexts. They work with marginalised populations, ensuring no one is left behind.

These groups are categorised based on the national contexts and landscapes across the study countries, as follows:

- a) **Local NGOs:** Organisations working on development issues such as poverty reduction, education, and health.
- b) **Community-Based Organisations (CBOs):** Grassroots organisations addressing specific community needs, including food security, water, and sanitation.
- c) **Grassroots organisations:** Community-led initiatives focused on local development and social issues. These include youth groups and environmental clubs, both within and outside of schools. They often represent local voices and priorities directly and, while they may operate with limited resources and formal structures, they are fundamental to community-driven development.
- d) **Community foundations:** Locally rooted philanthropic institutions that mobilise and manage resources to support community priorities. They play a key role in strengthening community philanthropy, fostering local ownership, and enabling sustainable, locally led development initiatives.
- e) **Faith-based organisations:** Institutions or groups whose identity, values, and activities are shaped by religious beliefs or traditions. These may include organisations affiliated with churches, mosques, temples, faith networks, or religious NGOs.
- f) **Local authorities, ward development committees, and other decentralised structures:** Systems of governance, administration, or service delivery in which decision-making power, resources, and responsibilities are devolved from national to subnational levels, such as districts, municipalities, wards, or villages. These enable decisions to be made closer to the people they affect.
- g) **Human rights defenders and SDG champions:** Individuals or groups who are trained and supported to promote awareness, action, and leadership on the Sustainable Development Goals (SDGs) within communities, schools, institutions, and local government systems.

5.4 How the Toolkit and Resource Guide is structured

This resource provides a general introduction to the SDGs, followed by a range of approaches to support engagement in planning, implementation, and accountability.

The components of the SDG Toolkit are informed by key objectives, including awareness, measurement, reporting, and implementation, all situated within specific country contexts. These contextual considerations have guided the adaptability and generalisability of the toolkit across different settings.

Based on country-specific contexts, the toolkit comprises a combination of the following components:

UNDERSTANDING SDGs IN SOUTHERN AFRICA

INTRODUCTION TO SDG DATA COLLECTION PROCESS

HOW THE SDG TOOLKIT WORKS

ANNEXES OF TEMPLATES AND GUIDES



6. UNDERSTANDING THE SDGs IN SOUTHERN AFRICA

6.1 SDG Background

In September 2015, following a historic and extensive process of negotiation and consultation, the 193 Member States of the United Nations (UN) adopted the 2030 Agenda for Sustainable Development (the 2030 Agenda) to guide global development efforts.

As a 15-year global plan of action to end poverty, protect the planet, and ensure prosperity for all, while strengthening universal peace, the 2030 Agenda includes an ambitious set of 17 Sustainable Development Goals (SDGs) and 169 targets. It is anchored in the central and transformative pledge that “no one will be left behind,” alongside the commitment to “endeavour to reach the furthest behind first.”

Focused on the economic, social, and environmental dimensions of sustainable development, the 2030 Agenda is universal in nature, with the SDGs applicable to all countries, developed and developing alike, regardless of their level of development.

Building on its predecessor, the Millennium Development Goals (MDGs), the SDGs address a broader range of issues not previously covered. The 2030 Agenda and its commitment to peaceful, just, and inclusive societies are further complemented by other global development frameworks, including the Paris Agreement on Climate Change, the Sendai Framework for Disaster Risk Reduction, the New Urban Agenda, and the Addis Ababa Action Agenda, which provides a global framework for financing sustainable development.

6.2 Priority SDGs fundamental to Southern Africa

While all 17 SDGs are essential, the SDGs highlighted here are grounded in the lived programme realities and interventions of the participating community foundations and other grassroots organisations across Southern Africa.



This implies that these SDGs remain high on the development agenda of the region, and therefore it is especially useful for communities, local governments, or grassroots organisations that need to focus limited resources effectively.

6.3 Case Studies

CASE STUDY 1: Community Gardens - Malawi

**Organisation:**

Chikwawa Women's Cooperative

**Location:**

Chikwawa District, Southern Malawi

SDGs Addressed: SDG 1 (Poverty), SDG 2 (Hunger), SDG 5 (Gender Equality)

Context: Chikwawa is one of Malawi's most food-insecure districts, experiencing frequent droughts. Women in the area have limited income opportunities and households experience hunger during the lean season.

Intervention: The cooperative established 5 community gardens with drip irrigation, training 120 women in climate-smart agriculture, nutrition, and group savings.

**Data Collection Approach:**

- Monthly tracking of harvest yields and sales
- Household food security surveys (quarterly)
- Income records for each member
- Photos and stories documenting change

**Results After 18 Months:****120**

women trained
(SDG 4.4 indicator)

**87%**

of households moved
from food insecure to food
secure (SDG 2.1)

**\$45**

Average monthly
income increased from
\$15 to \$45 per woman
(SDG 1.4)

**100%**

women reported increased
decision-making power at
home (SDG 5.5)

**Data Impact:**

Their documented results were cited in Malawi's Voluntary National Review and led to the Ministry of Agriculture scaling the model to 15 additional districts.

Lesson Learned:

“

Simple data collection-tracking harvests and sales each month - showed clear impact. The government noticed because we had numbers that proved what works.”

- Grace Phiri, Cooperative Leader

CASE STUDY 2: Youth Skills Training - South Africa

**Organisation:**

Khayelitsha Youth Empowerment Project (KYEP)

**Location:**

Khayelitsha Township, Cape Town, South Africa

SDGs Addressed: SDG 4 (Education), SDG 8 (Decent Work), SDG 10 (Reduced Inequalities)

Context: Youth unemployment in Khayelitsha exceeds 60%. Many young people leave school without skills or job opportunities, contributing to social challenges.

Intervention: KYEP provides 6-month vocational training in carpentry, plumbing, electrical work, and computer skills, plus job placement support.

**Data Collection Approach:**

- Participant registration with pre-training assessment
- Skills testing at program start, midpoint, and end
- Attendance tracking
- Post-training employment tracking (3, 6, and 12 months)
- Employer feedback forms
- Participant income surveys

**Results After 3 Years:**

340

youth trained
(68% female,
deliberately
targeted)



87%

completion rate
(SDG 4.4)



64%

employed or self-
employed within
6 months (SDG 8.5)



R3,200

Average income
for those employed
(SDG 8.5.2)



28

started own
businesses
(SDG 8.3)

**Data Impact:**

The City of Cape Town used KYEP's employment outcome data to redesign its youth employment program. KYEP now receives municipal funding and has expanded to two additional townships.

Lesson Learned:

“

Tracking employment outcomes, not just training completion - made the difference. Donors and government want to know: did young people actually get jobs? We could prove they did.”

- Thandi Ngwenya, KYEP Coordinator

CASE STUDY 3: Climate Adaptation - Zambia

**Organisation:**

Southern Province Smallholder Farmers' Alliance

**Location:**

Choma and Pemba Districts, Southern Zambia

SDGs Addressed: SDG 13 (Climate Action), SDG 2 (Food Security), SDG 1 (Poverty)

Context: Erratic rainfall and increasing droughts devastated traditional maize farming, leaving 2,500 smallholder farmers food insecure and impoverished.

Intervention: The Alliance promoted conservation agriculture, drought-resistant crops (cowpeas, sorghum), and weather-indexed insurance, training farmer groups in climate-smart practices.

**Data Collection Approach:**

- Farmer registration and baseline production data
- Rainfall and planting date records
- Seasonal harvest data by crop type
- Adoption rate monitoring (conservation practices)
- Income and food security surveys (annual)
- Photo documentation of field practices

**Results After 3 Years:**

2,500

farmers trained in climate-smart agriculture
(SDG 13.3.1)



78%

adopted at least 3 conservation practices
(SDG 13.2)



35%

Average maize yield increased 35% despite below-average rainfall



42%

Dietary diversity scores improved 42%
(SDG 2.1)



28%

Household income increased average 28%
(SDG 1.4)



640

farmers accessed weather-indexed insurance

**Data Impact:**

The Alliance's detailed adoption and yield data was featured in Zambia's National Adaptation Plan. The Ministry of Agriculture now promotes their model as a national climate resilience strategy.

6.4 The 17 SDGs Simplified

Logos	Sustainable Development Goals (SDGs)	Goal Title	Plain-Language Explanation for Grassroots
	No Poverty	End poverty everywhere.	Everyone should have access to income, jobs, and social support to live a decent life.
	Zero Hunger	End hunger and improve nutrition.	Communities should grow enough food and access healthy diets for all.
	Good Health and Well-being	Ensure healthy lives for all.	Access to health services, clean water, and a safe environment is essential.
	Quality Education	Provide inclusive and quality education.	Every child, youth, and adult should have a chance to learn and develop skills.
	Gender Equality	Achieve equality between women and men.	Women and girls should have equal rights, opportunities, and safety.
	Clean Water and Sanitation	Ensure clean water and toilets for all.	Safe water and good hygiene keep communities healthy.
	Affordable and Clean Energy	Access to energy that is clean and affordable.	Use solar, wind, and other renewable energy for homes, schools, and businesses.
	Decent Work and Economic Growth	Promote jobs and fair economic opportunities.	Create local employment and fair wages for everyone.
	Industry, Innovation and Infrastructure	Build resilient infrastructure and promote innovation.	Improve roads, communication, and small industries to support local development.
	Reduced Inequalities	Reduce inequality within and among countries.	Support fair treatment and inclusion for marginalized groups.
	Sustainable Cities and Communities	Make communities safe, inclusive, and resilient.	Improve housing, planning, and safety for everyone.
	Responsible Consumption and Production	Use natural resources wisely.	Reduce waste and encourage recycling in communities.
	Climate Action	Act against climate change.	Protect forests, manage waste, and use clean energy to reduce global warming.
	Life Below Water	Protect oceans and rivers.	Prevent pollution and overfishing to protect aquatic life.
	Life on Land	Protect forests, soil, and biodiversity.	Promote tree planting and sustainable farming.
	Peace, Justice and Strong Institutions	Promote peace and justice for all.	Encourage fairness, reduce violence, and strengthen community governance.
	Partnerships for the Goals	Work together to achieve the SDGs.	Governments, communities, and organizations must cooperate to reach 2030 targets.

7. INTRODUCTION TO THE SDG DATA COLLECTION PROCESS

7.1 Why Grassroots Data Matters?

Grassroots organisations work directly with communities and witness first-hand the impacts of development interventions, hence can significantly contribute to the achievement of SDGs (Annex 1). Your data is crucial because:

- **They capture what national systems miss:** Community-level changes often go unrecorded in official statistics.
- **They provide context:** Numbers alone do not tell the full story; qualitative insights add depth and meaning.
- **They enable targeted action:** Localised data helps governments and donors direct resources where they are most needed.
- **They amplify community voices:** Reporting helps ensure that marginalised groups are recognised, counted, and heard.

7.2 Data Flow: From Community to National level

The issue of data flow from the community level to the national reporting framework is a key element in ensuring community data informs national planning, monitoring, and reporting in general and particularly on SDGs or local development programmes. This is illustrated in Fig 1. This is further elaborated in Annex 2 describing the data flow.

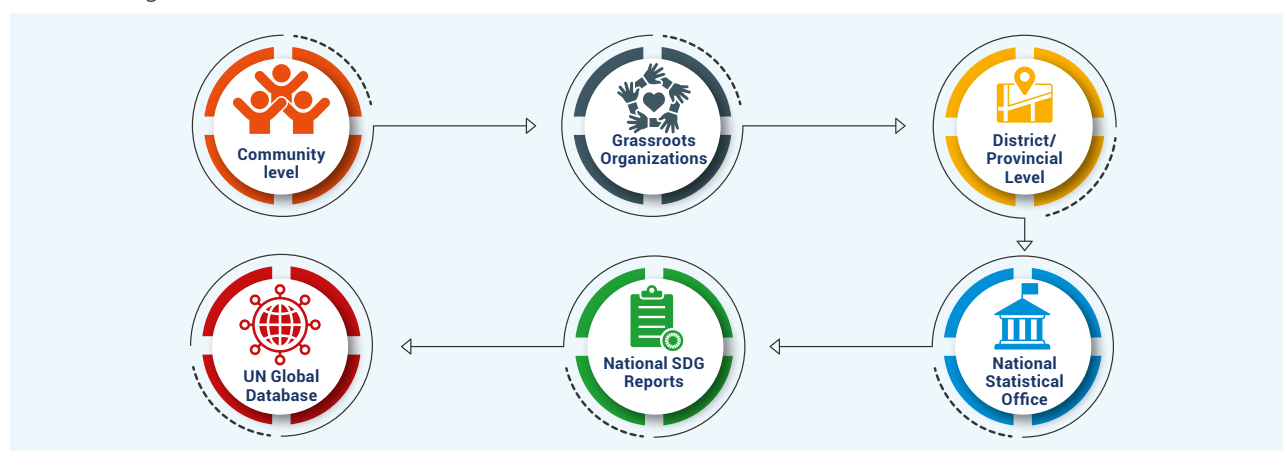


Figure 1: Data flow from community level to the global level via the national framework

Your organization sits at the critical first step of this chain. The data you collect feeds into:

- National Voluntary National Reviews (VNRs)
- SADC regional monitoring frameworks
- Government policy decisions
- Resource allocation decisions

7.3 Key Principles for Effective Data Collection

The following are the key principles for effective data collection, especially relevant for community-based projects, monitoring & evaluation, or SDG-related initiatives:

1. **Do No Harm:** Protect the privacy and dignity of community members
2. **Accuracy Over Speed:** Quality data is more valuable than quick data
3. **Community Ownership:** Involve communities in data collection and share findings with them
4. **Gender and Inclusion:** Disaggregate data to show impacts on different groups
5. **Sustainability:** Build systems that continue beyond one project

Your work contributes to localizing the SDGs - translating global goals into community action.



8. HOW THE SDG TOOLKIT WORKS

This toolkit recognises that grassroots organisations and their communities are already doing important development work, including through local giving. However, these efforts are often not captured in national reporting, which can lead to underreporting of progress on the SDGs. To address this, the toolkit promotes better alignment between the SDGs and the project cycle at the grassroots level. Currently, there is a gap between global goals and how local projects are planned and implemented. By linking the SDGs to each stage of the project cycle, grassroots initiatives can more clearly contribute to national and global development priorities.

8.1 SDG Toolkit – THE SIX-STEP PROCESS

Anchored in the project life cycle, this toolkit is relevant across all stages of a project and can be used by organisations at any stage of development, including those just starting out. The stages include identification, design and planning, implementation, monitoring and evaluation, reporting and learning, and sustainability and scaling up. The toolkit provides support at each of these stages. It includes simple, practical guides and templates to help organisations plan, implement, and improve their work. By using the toolkit, organisations can strengthen their interventions and better contribute to broader development goals within their communities. It also allows organisations to focus on specific areas of need without having to adopt the entire set of resources at once.

STEP 01

Identification Stage – Understanding Local Needs and SDG Relevance

At this stage, the Toolkit guides you to clearly define the problem your organisation aims to address and identify the SDGs it aligns with.





Assignment

Cover Page

- **Title:** Community Needs Assessment
- **Project/Organization Name:** [Insert Name]
- **Date:** [Insert Date]
- **Prepared by:** [Insert Name/Organization]

Table of Contents

1. Executive Summary

- Purpose of assessment
- Key findings
- Recommendations

2. Background / Context

- Community profile (population, location, demographics)
- Previous interventions or assessments
- Rationale for current assessment

3. Objectives of the Assessment

- General objective
- Specific objectives

4. Methodology

- Data collection methods (surveys, interviews, focus groups)
- Sample size & selection
- Data analysis approach

Other key actions include the following:

1. Identify priority issues (e.g., hunger, unemployment, poor sanitation) as shown in Annex 9 (**Community Needs Assessment template**) by collecting information about the target audience of your interest using low-cost data collection tools (**Annex 8**) and analyse the data using Annex 16 (**Community Level Data Analysis Template**). Equipped with data of identified issues, you are ready to plan what is needed to address prioritized issues using Annex 10 (Action planning).
2. Map these issues to relevant SDGs, targets, and indicators.
3. Engage the community in identifying what sustainable change means locally using strategies in Annex 11 (**Engagement Strategy**).

If water scarcity is identified, link the problem to SDG 6 (Clean Water and Sanitation) and specifically, Target 6.1: Universal access to safe and affordable drinking water.

**STEP
02**
Design and Planning Stage – Aligning Objectives with SDG Targets

The Toolkit guides you in this Phase to plan how your project will address the identified SDG priorities. You will use the SDG Alignment Map to align your issues to SDGs.

**SUSTAINABLE
DEVELOPMENT GOALS**


Sustainable Development Goals	Specific Targets	How We Contribute
SDG 1: Poverty	e.g. 1.4 Equal rights to economic resources	
SDG 2: Zero Hunger		
SDG 3: Good Health		
SDG 4: Quality Education		
SDG 5: Gender Equity		
SDG 6: Clean Water		
SDG 7: Clean Energy		
SDG 8: Decent Work		
SDG 10: Reduced Inequalities		
SDG 13: Climate Action		
SDG 16: Peace and Justice		
SDG 17: Partnerships		



Assignment

The key actions at this stage involve developing project goals and objectives that reflect relevant SDG targets using **Project Planning Guide**.

Project Title:

Implementing Organization / Group:

Contact Person:

Location (District / Village / Ward):

Project Duration:

Estimated Budget (USD/Local Currency):

Date of Submission:



Then you create a logical framework or results chains showing how activities contribute to SDG outcomes; select indicators aligned with SDG metrics; and ensure inclusiveness and "Leave No One Behind" principles guide the design.

Sector	Goal	Indicator	Target (Grassroots Context)	Data Collection Method
Health	Improve hygiene and sanitation	% of households with access to clean water	80% of households in target villages within 12 months	Household survey, observation
Education	Increase school attendance	% of children attending school regularly	90% attendance among children 6–14 in the next school term	School registers, teacher interviews
Livelihoods	Increase income-generating activities	Number of households with at least one member engaged in microenterprise	50 households within 6 months	Household survey, FGD
Nutrition	Improve household food security	% of households consuming 3+ meals per day	70% of households within project period	Survey, FGD
Community Participation	Strengthen local engagement	Number of community meetings with active participation	1 meeting per village per month, at least 50% participation	Observation, meeting records
Gender	Promote women's participation	% of women attending community meetings	50% of participants in all meetings are women	Attendance sheets, observation

Designing a youth training project aligned with **SDG 8 (Decent Work and Economic Growth)**
- Target 8.6: Reduce the proportion of youth not in employment, education, or training.

Other key actions include the following:

1. The other key action is stakeholder identification and participation. At this stage, identify and recognise all groups affected by or involved in the project using Annex 11 (*Engagement Strategy*).
2. Activities include identifying beneficiaries, local leaders, NGOs, and government agencies; holding participatory planning meetings; and assigning roles and responsibilities.
3. This gives a sense of ownership and commitment among community members.
4. Your project design and planning must be **participatory, bottom-up, and empowerment-oriented** so that it ensures the project is by the people and for the people, increasing its relevance, ownership, and long-term impact.



**STEP
03**

Implementation Stage – Putting SDG Principles into Action

This stage focuses on carrying out planned activities to achieve measurable progress toward SDG targets. At this point, you should integrate sustainability, equity, and participation into your day-to-day work.

This includes encouraging community ownership and building local capacity, ensuring that your activities support environmental and social safeguards, and collecting data using indicators aligned with SDG monitoring frameworks.

To support effective implementation, you may need to build the capacity of key stakeholders using relevant **Capacity Building Modules for Community Development** before implementing your interventions.



Community-led tree planting that supports SDG 13 (Climate Action) and SDG 15 (Life on Land) by restoring degraded land.

Other key actions include the following:

1. **Monitoring and Progress Tracking:** This is crucial to measure whether the project is on track using Annex 17. This will involve collecting data on performance indicators (Annex 8); comparing actual progress with planned targets; identifying challenges, delays, or risks; and adjusting when needed (adaptive management).
2. **Communication and Stakeholder Engagement:** This is important to keep all stakeholders informed and involved in the project using Annex 11 and will require holding regular community meetings and briefings; sharing progress updates with funders and authorities; and managing feedback and grievances. The outcome will be sustained trust, cooperation, and support from all stakeholders.
3. **Reporting and Documentation:** This will help you to provide evidence of progress and learning using Annex 17. It involves preparing periodic technical and financial reports as well as documenting lessons learned, best practices, and challenges. The envisaged outputs are reports for management, donors, and stakeholders.

Monitoring and Evaluation (M&E) Stage – Measuring SDG Progress

Indicator	Type (Input/Output/ Outcome)	Baseline	Target	Data Source
Number of farmers trained	Output	0	100	Training register
% of farmers applying new techniques	Outcome	10%	60%	Follow-up survey
Average maize yield per hectare	Impact	1.2 tons	1.8 tons	Field measurement
% of women participating	Output	35%	50%	Attendance sheet

MONTHLY ACTIVITY DATA COLLECTION

Organisation:

Month/Year:/20

Completed By:

Activity Description	Total Participants	Male	Female	Youth	Elderly	With Disability

Data Summary Table – Quantitative**Title:** [Project Name] – Quantitative Data Summary**Data Source:** [Survey / Observation / Attendance Records]**Reporting Period:**

Indicator	Unit / Measure	Baseline	Data Collected	% Change / Achievement	Notes / Observations
Household access to clean water	% of households	45%	65%	+20%	Improvement after borehole repair
Children attending school	% of enrolled children	70%	85%	+15%	Low attendance in rainy season
Women attending meetings	% of participants	30%	45%	+15%	Encouraged by female facilitator
Households practicing handwashing	% of households	50%	72%	+22%	Awareness sessions effective

Finally, lessons learned for future SDG-aligned projects. These key actions will ensure simple, structured, and useful documentation and SDG-linked reporting for community groups or small organisations.

**Assignment**

Highlight	Details
Key Success	
Key Challenge	
Key Learning	
Next Step / Plan	
SDGs Contributed To	

Monitoring % of households accessing clean water (linked to Indicator 6.1.1) or increase in women's income (linked to SDG 5 and 8).

Other key actions include the following:

1. *Monitoring:* continuous and systematic collection of data on specific indicators to track the progress of project activities and outputs using Annex 15. It ensures implementation stays efficient, effective, and aligned with objectives. This will involve outlining what will be monitored, how, when, and by whom; identifying measurable indicators for inputs, outputs, outcomes, and impacts; gather data regularly from activities (Annex 8) and field reports.
2. *Evaluation:* periodic and systematic assessment of a project's relevance, effectiveness, efficiency, sustainability, and impact, usually at mid-term and end of the project (Annex 15).
3. *Link between Monitoring and Evaluation:* Monitoring provides real-time data for management decisions. Evaluation provides deep analysis and learning for long-term improvement. Together, they form a feedback loop for continuous improvement and accountability. Thus, monitoring **tracks progress**, evaluation **measures results**, and together they ensure the project is **effective, accountable, and sustainable**.

STEP
05

Reporting and Learning Stage - Communicating SDG Contributions

This phase focuses on showing how your local actions contribute to national and global SDG progress. It builds on the alignment identified at the start and ensures that your outputs and outcomes continue to support specific SDG targets and indicators.

You can do this by producing SDG-linked progress reports or community dashboards, and by sharing success stories and case studies that demonstrate your impact.

You should also use your findings to improve future projects and strengthen sustainability. This includes using the reporting template, proposal template, and budget template provided in the toolkit.

Where possible, your data and results should contribute to national SDG reporting systems.

Grassroots Project Reporting Template

Cover Page

- **Title:** Grassroots Project Reporting Toolkit
- **Project / Organization:** Community Health & Livelihoods Initiative
- **Date:** October 2025
- **Prepared by:** [Name / Organization]

Table of Contents

- Weekly / Monthly Activity Report
- Community Feedback / Issues Report
- Field Visit / Observation Report
- Project Outcome / Progress Report

Weekly / Monthly Activity Report

Date	Activity / Task	Location	Participants	Outcome / Results	Challenges	Next Steps / Follow-up
05/10/25	Health Awareness Session	Village A	25 (15F/10M)	Improved awareness on hygiene practices	Low attendance by youth	Plan youth-focused session
12/10/25	Women's Cooperative Meeting	Village B	20 women	Discussed microfinance opportunities	Limited access to finance	Link with local bank
20/10/25	Community Clean-Up	Village A	30 (mixed)	Collected 150kg of waste	Rainy weather delayed work	Reschedule next cleanup

Proposal Template

Executive Summary: The **Executive Summary** is a **snapshot of the proposal**, clearly and concisely describing the **who, what, where, when, why and how** of your response to the call for proposals or donor guidelines. Although it is not scored in the evaluation criteria, it allows reviewers to quickly understand the critical elements of the application.

Problem Statement: The **Problem Statement** presents your unique understanding of the social, economic, cultural, environmental and political problems and challenges in the country and target area or community that the proposed project will address

Goals and Objectives: Include the goal, **Strategic Objectives (SO)** and **Immediate Results (IR)** in a simple table or chart in the proposal text.

Strategic Approach: The **Strategy** describes the overall approach and processes you will use to accomplish the SOs and IRs. The Strategy section usually includes targeted beneficiaries and geographic areas, methodology, cross-cutting themes, sustainability and complementarity.

Proposal Template

Activity Description: The **Activity Descriptions** outline the main activities the project will undertake to achieve the SOs and IRs.

Monitoring and Evaluation Plan: The **M&E Plan** describes the project's system to monitor and evaluate the progress toward and achievement of performance indicator targets. The M&E Plan must produce reliable data taking as regards project staffing, financial, logistical and time constraints.

Staffing Plan: The **Staffing Plan** describes the key staff positions in this project and the relationships, roles and responsibilities of the entire project management team.

Organisational Capacity: The **Organisational Capacity** section of a proposal describes the ability and strategic advantages of your organisation to carry out the proposed project.

Linking the Budget to Activities

Each budget item should align with an **activity** in your project plan.
Create a simple **activity-based costing table**:

Activity	Inputs/Resources Needed	Estimated Cost (USD)
Conduct community awareness workshops	Venue, refreshments, facilitator, materials	1,200
Train youth peer educators	Trainer fees, materials, travel	2,000
Monitor field implementation	Transport, M&E tools	800

Report that your community nutrition project helped reduce child malnutrition rates, contributing to SDG 2 (Zero Hunger).



**STEP
06**

Sustainability and Scaling-Up Stage – Ensuring Long-Term SDG Impact

At this stage, the toolkit supports you in sustaining and expanding results that contribute to the SDGs, building on your existing knowledge and alignment with the goals. You will need to strengthen local institutions, skills, and community ownership, integrate SDG-aligned activities into local development plans, and seek partnerships for funding, technical support, and scaling your work.

Scaling up renewable energy solutions from one village to a district, contributing to SDG 7 (Affordable and Clean Energy)

Table 1: Summary SDG Toolkit's Integration across the Project Cycle

Project Cycle Stage	Main Focus	SDG Connection	Example SDG(s)
Identification	Identify local needs and priorities	Match problems to SDG goals & targets	SDG 1, 2, 3, 6
Design & Planning	Set objectives & indicators	Align project outcomes with SDG targets	SDG 4, 5, 8
Implementation	Execute activities	Apply SDG principles in daily work	SDG 13, 15
Monitoring & Evaluation	Track and assess impact	Use SDG indicators to measure results	SDG 16, 17
Reporting & Learning	Share results	Report contributions to SDGs	All SDGs
Sustainability & Scaling	Maintain results	Institutionalize and expand SDG practices	SDG 7, 9, 11

The SDG Toolkit is guided by a few key ideas. You can start and act at the local level while thinking about global impact. In this way, your project can contribute to achieving the SDGs. Use SDG targets and indicators consistently to plan, monitor, and report on your work. Engage communities to build ownership and ensure long-term sustainability. Communicate your impact using SDG language to attract partners and funding.

Other key actions include the following:

1. *Strengthen community ownership:* Involve local people in decision-making, planning, and implementation. Set up community committees or cooperatives to help oversee activities.
2. *Build local capacity:* Train community members and local leaders in technical, management, and financial skills. Provide ongoing mentorship and support.
3. *Ensure financial sustainability:* Introduce income-generating activities, link groups to microfinance institutions or savings groups, and encourage cost-sharing to reduce reliance on donors.
4. *Strengthen institutional and policy linkages:* Connect the project to local government structures or community-based organisations, and align it with district or national development plans for long-term support.
5. *Promote inclusion and equity:* Ensure that women, youth, and marginalised groups are actively involved and benefit equally.
6. *Strengthen partnerships and networks:* Work with local NGOs, the private sector, extension services, and government agencies to support and expand your work.

ANNEXES – Templates and Guides

Annex 1: Overview of the 2030 Agenda and the 17 SDGs for Grassroots Communities



1. What is the 2030 Agenda?

The **2030 Agenda for Sustainable Development** is a global plan adopted by all United Nations member states in **2015**. It provides a **shared vision and framework** to end poverty, protect the planet, and ensure that all people enjoy peace and prosperity by **the year 2030**.

At the heart of this agenda are the **17 Sustainable Development Goals (SDGs)** - universal goals that apply to every country, community, and individual.

They are **interconnected**, meaning progress in one area supports progress in others.

The central message is: **"Leave No One Behind."** This means every person - regardless of gender, age, background, or location - should benefit from sustainable development.



2. Why the SDGs Matter for Grassroots Communities

Grassroots communities are **key drivers** of the SDGs because:



01

They **experience development challenges directly** (poverty, hunger, lack of services).



02

They hold **local knowledge and innovation** essential for sustainable solutions.



03

They ensure **ownership and accountability** through participation and community action.



04

They ensure change is most sustainable when it **starts from the community level** and grows upward.

Grassroots involvement ensures that policies and projects respond to real needs, not just statistics.



3. The 17 Sustainable Development Goals (SDGs) Explained Simply

Logos	Sustainable Development Goals (SDGs)	Goal Title	Plain-Language Explanation for Grassroots
	No Poverty	End poverty everywhere.	Everyone should have access to income, jobs, and social support to live a decent life.
	Zero Hunger	End hunger and improve nutrition.	Communities should grow enough food and access healthy diets for all.
	Good Health and Well-being	Ensure healthy lives for all.	Access to health services, clean water, and a safe environment is essential.
	Quality Education	Provide inclusive and quality education.	Every child, youth, and adult should have a chance to learn and develop skills.
	Gender Equality	Achieve equality between women and men.	Women and girls should have equal rights, opportunities, and safety.
	Clean Water and Sanitation	Ensure clean water and toilets for all.	Safe water and good hygiene keep communities healthy.
	Affordable and Clean Energy	Access to energy that is clean and affordable.	Use solar, wind, and other renewable energy for homes, schools, and businesses.
	Decent Work and Economic Growth	Promote jobs and fair economic opportunities.	Create local employment and fair wages for everyone.
	Industry, Innovation and Infrastructure	Build resilient infrastructure and promote innovation.	Improve roads, communication, and small industries to support local development.
	Reduced Inequalities	Reduce inequality within and among countries.	Support fair treatment and inclusion for marginalized groups.
	Sustainable Cities and Communities	Make communities safe, inclusive, and resilient.	Improve housing, planning, and safety for everyone.
	Responsible Consumption and Production	Use natural resources wisely.	Reduce waste and encourage recycling in communities.
	Climate Action	Act against climate change.	Protect forests, manage waste, and use clean energy to reduce global warming.
	Life Below Water	Protect oceans and rivers.	Prevent pollution and overfishing to protect aquatic life.
	Life on Land	Protect forests, soil, and biodiversity.	Promote tree planting and sustainable farming.
	Peace, Justice and Strong Institutions	Promote peace and justice for all.	Encourage fairness, reduce violence, and strengthen community governance.
	Partnerships for the Goals	Work together to achieve the SDGs.	Governments, communities, and organizations must cooperate to reach 2030 targets.



4. How Grassroots Actors Can Contribute

Grassroots organizations and communities can:

- **Raise awareness** about the SDGs in local languages and meetings.
- **Monitor local progress** (e.g., tracking access to water, health, or education).
- **Collaborate** with local government and NGOs for joint solutions.
- **Promote sustainable practices** like tree planting, waste recycling, and clean energy.
- **Empower marginalized groups** - especially women, youth, and people with disabilities.



5. Practical Example

Example:

A community group forms a women's farming cooperative.



Goal 2: Zero Hunger

They improve local nutrition



Goal 1 : No Poverty

Generate income for families



Goal 5: Gender Equality

Empower women



Goal 15: Life on Land

Use organic farming to protect the environment

This shows how **one grassroots action** can support **multiple SDGs at once**.

Community Reflection

Discuss with your group:

- Which of the 17 SDGs are most relevant in your community?
- What local actions can support these goals?
- Who can you partner with to make progress by 2030?



6. Key Message

The 2030 Agenda is not only for governments or big organizations - **it belongs to everyone**. Local communities are the heart of sustainable development. Every small action contributes to a better world by 2030.

Annex 2: Data Flow from the Community to the National Level



1. Purpose of Data Flow

Data collected at the community level helps:



01

Track progress toward national development goals (e.g., SDGs).



02

Identify local needs, challenges, and successes.



03

Ensure that voices from the grassroots are included in national decision-making.



2. Overview of the Data Flow Process

Step 1: Data Collection at Community Level

Who collects: Community facilitators, volunteers, extension workers, or local committees.

Tools used:

- Household surveys
- Focus group discussions
- Observation checklists
- Community scorecards
- Simple monitoring forms

Example data: # of households trained, # of children in school, # of functional water points, etc.

Step 2: Data Verification and Collation at the Local Level

Who verifies: Area Development Committees (ADCs), Ward or Village Development Committees, local government staff.

What happens:

- Data from several villages is **reviewed, cleaned, and summarized**.
- Any errors or inconsistencies are corrected.
- Reports are sent to the **district level**.

Output: Village or area summary reports (monthly/quarterly).

Step 3: District-Level Compilation

Who manages: District Planning Office, District Statistics Office, or sectoral departments (e.g., Health, Education, Agriculture).

What happens:

- Data from all areas/wards is compiled into **district-level indicators**.
- Sector officers validate information through spot checks or feedback loops.
- Data is entered into **district management systems**.

Examples:

- District Health Information System (DHIS2) for health data
- Education Management Information System (EMIS)
- Agriculture MIS or local dashboards

Step 4: Data Transmission to National Level

Who receives: National ministries, departments, and statistical offices (e.g., NSO).

How it flows:

- District-level data is uploaded into national databases.
- Each ministry consolidates data for reporting, policy review, and planning.
- Data is shared with national coordination bodies (e.g., SDG Secretariat or Planning Commission).

Example: District SDG indicators National SDG Dashboard Annual Progress Report.

Step 5: National Analysis, Reporting, and Feedback

National level: Central government, National Statistics Office, or SDG Coordination Unit analyze trends and produce reports.

Outputs:

- National development reports (e.g., SDG progress reports)
- Sector performance reviews
- Policy briefs and budget allocations

Feedback Loop: Findings and recommendations should be shared back to the district and community levels to support evidence-based local action. Ensure this happens by putting pressure on government if need be.



3. Typical Data Flow Structure



Level	Actors	Main Tasks	Data Products
Community	Volunteers, committees, local NGOs	Collect raw data	Checklists, registers
Area/Ward	ADCs, extension officers	Verify and summarize	Area summary report
District	District offices, planners	Compile and validate	District datasets, M&E reports
National	Ministries, NSO	Aggregate and analyze	National reports, dashboards
Regional/Global	UN agencies, donors	Compare and report	SDG country reports



4. Feedback and Learning Loops

A good system is **two-way**, not one-way.



Example:

The Ministry of Health shares back district-level data on immunization coverage, helping communities see their progress and adjust local efforts.



5. Tools That Support the Data Flow

- Mobile data collection apps: KoboToolbox, ODK, CommCare
- Management Information Systems (MIS): DHIS2, EMIS, District Planning Tools
- Data visualization platforms: National dashboards, GIS tools
- Community feedback mechanisms: Notice boards, radio updates, village meetings



6. Common Challenges

Challenge	Impact	Possible Solution
Delayed data submission	Late national reporting	Use digital tools, simple forms
Inconsistent data quality	Low credibility	Train community data collectors
Lack of feedback	Low community motivation	Regular review meetings
Parallel reporting systems	Duplication	Integrate sectoral databases



Annex 3: Key principles for effective data collection

1. Clarity of Purpose

- Clearly define why the data is being collected and how it will be used.
- Link data collection directly to your project's objectives, indicators, and decision-making needs.

2. Relevance

- Collect only data that is necessary and meaningful for your analysis.
- Avoid overloading respondents or teams with information that does not contribute to your goals.

3. Accuracy and Reliability

- Use validated tools, consistent measurement methods, and trained data collectors.
- Regularly check data for errors, completeness, and consistency.

4. Timeliness

- Gather and report data **at the right time** to ensure it reflects current conditions.
- Build realistic schedules for data collection, entry, and analysis.

5. Participation and Inclusiveness

- Engage **community members, local leaders, and stakeholders** in designing and implementing data collection.
- Ensure diverse voices (e.g., women, youth, vulnerable groups) are represented.

6. Ethics and Confidentiality

- Obtain **informed consent** from participants.
- Protect respondent **privacy** and **data confidentiality** at all stages.

7. Standardization

- Use consistent formats, tools, and indicators across locations or periods.
- Enables comparability and trend analysis.

8. Simplicity and Practicality

- Use **simple, easy-to-understand tools** suited to the local context and literacy levels.
- Avoid overly complex instruments that are hard to implement in the field.

9. Data Triangulation

- Use **multiple sources or methods** (e.g., surveys, interviews, observation) to cross-check information and increase validity.

10. Continuous Quality Control

- Conduct **spot checks, supervision, and data verification** during and after collection.
- Provide feedback and corrective action in real time.

11. Documentation and Transparency

- Keep clear records of methodologies, instruments, sampling, and limitations.
- Enables replication, review, and credibility.

12. Feedback and Use of Data

- Share findings with communities and stakeholders.
- Ensure data collected leads to **learning, decision-making, and improvement**.

Annex 4: How to Prioritize SDGs



1. Assess Local Context and Needs

- Conduct a **community needs assessment** or situation analysis.
- Identify **key challenges** (e.g., poverty, health, education, environment) and align them with relevant SDGs.
- Use local data, surveys, and consultations to determine **which goals are most urgent**.



Example:

If malnutrition is widespread, **SDG 2 (Zero Hunger)** may take precedence.



2. Identify National and Regional Priorities

- Review your national development plan, SDG roadmap, or sectoral strategies.
- Align your local priorities with national targets to attract support and ensure consistency.



Example:

If your country emphasizes youth employment, link community projects to **SDG 8 (Decent Work and Economic Growth)**.



3. Consider Available Resources and Capacity

- Prioritize goals that can realistically be achieved with your **existing human, financial, and technical resources**.
- Build partnerships to fill resource gaps for other SDGs over time.



Example:

Start with community-level actions that need fewer resources (like awareness or clean-up campaigns).



4. Map linkages between SDGs

- Recognize that SDGs are **interconnected** - progress with one can drive progress on others.
- Choose **“entry point” goals** that create ripple effects.



Example:

Advancing **SDG 4 (Quality Education)** can also contribute to **SDG 5 (Gender Equality)** and **SDG 8 (Decent Work)**.



5. Engage Stakeholders and the Community

- Involve local leaders, youth, women's groups, NGOs, and private sector in discussions.
- Use participatory ranking exercises or scorecards to decide which SDGs matter most locally.



Tip:

Hold community workshops or focus group discussions to gather diverse input.



6. Apply a “Leave No One Behind” Lens

- Prioritize SDGs that directly benefit the most marginalized or vulnerable groups.
- This ensures inclusiveness and social justice in your development approach.



Tip:

If access to clean water affects rural women disproportionately, **prioritize SDG 6 (Clean Water and Sanitation)**.





7. Set Short, Medium, and Long-Term Priorities

- **Short-term:** Goals achievable with existing resources (1–2 years).
- **Medium-term:** Goals requiring moderate investment or partnerships (3–5 years).
- **Long-term:** Structural or systemic changes (beyond 5 years).



Tip:

Create a roadmap that sequences SDG actions over time.



8. Monitor and Adjust

- Regularly review progress and emerging issues.
- Adjust priorities as new data, challenges, or opportunities arise.

Summary Framework for SDG Prioritization

Step	Focus Area	Key Questions
1	Local Context	What are the community's main problems and opportunities?
2	National Alignment	How do these fit with national SDG strategies?
3	Resources	What can we realistically address now?
4	Interlinkages	Which SDGs reinforce others?
5	Participation	Who should be involved in setting priorities?
6	Equity	Which groups are most at risk of being left behind?
7	Timeframe	What can be achieved short, medium, or long-term?
8	Review	How will we measure and adjust progress?



Annex 5: Techniques for SDG Localization



1. Understand Local Context

- Assess community needs, challenges, and opportunities.
- Map existing local programs, policies, and initiatives related to SDGs.
- Use local data and community stories to make SDGs relevant.



Example:

Linking **SDG 2 (Zero Hunger)** to local nutrition programs or community gardens.



2. Engage Local Stakeholders

- Include community leaders, youth, women's groups, NGOs, and local government.
- Conduct participatory workshops, focus groups, and dialogue sessions.
- Co-create local goals and targets with the community, and not for the community.



Example:

Linking **SDG 6 (Clean Water and Sanitation)** targets to village-level water access points.



3. Prioritize and Adapt SDGs

- Focus on the most urgent SDGs for the community.
- Translate global indicators into **local, measurable indicators**.
- Set achievable and realistic targets within local capacity.



Example:

For **SDG 7 (Affordable and Clean Energy)**, prioritize solar home systems for off-grid households.



4. Integrate SDGs into Local Plans

- Link SDG targets to local development plans and community projects.
 - Align policies, budgets, and programs to support SDG implementation.
 - Encourage cross-sector collaboration: health, education, agriculture, environment.
-



5. Build Capacity and Awareness

- Train local leaders and community members to understand and act on SDGs.
 - Use local languages, visual aids, and storytelling to communicate SDG relevance.
 - Provide technical support for planning, monitoring, and reporting.
-



6. Monitor and Report Locally

- Develop community-friendly indicators to track progress.
- Create feedback loops: review results and adjust strategies with community input.
- Share successes and challenges with stakeholders for transparency.



Example:

Track **SDG 4 (Quality Education)** through school attendance and local literacy programs rather than national literacy rates.



7. Leverage Local Knowledge and Culture

- Incorporate traditional practices and indigenous knowledge.
- Frame SDGs in culturally meaningful ways.



Example:

Promote **SDG 15 (Life on Land)** through community forest management rooted in local customs.



8. Build Partnerships and Mobilize Resources

- Collaborate with national programs, NGOs, and the private sector.
- Encourage community contributions and cooperative models.
- Seek funding and technical support for local SDG initiatives.

This approach ensures global SDGs are translated into practical, achievable, and culturally relevant actions at the grassroots level.



Annex 6: SDG Alignment Guide for Grassroots Organizations



1. What Does “SDG Alignment” Mean?

SDG alignment means linking your local activities and results to one or more of the 17 Sustainable Development Goals (SDGs).

For grassroots groups, this helps to:

- Show that your local actions contribute to global priorities.
- Strengthen your proposals to donors and partners.
- Improve coordination with government and development agencies.
- Track impact using common indicators.



In short:

SDG alignment = “Connecting local change to global goals.”



2. Why It Matters for Grassroots Organizations

Reason	How It Helps Your Organization
Credibility	Funders recognize SDG-linked projects more easily.
Visibility	You can report your results using global language.
Partnerships	Easier to collaborate with government and NGOs.
Accountability	You measure progress using clear indicators.
Sustainability	SDGs encourage long-term, inclusive solutions.



3. How to Align Your Project with the SDGs

Follow these five simple steps:

STEP 01

Identify the Problem

What community challenge are you addressing (e.g., hunger, unemployment, clean water)?

STEP 04

Link Your Objectives and Indicators

Align your project objectives and indicators with SDG targets.

STEP 02

Match It to an SDG

Find the **most relevant** SDG (see table below).

STEP 05

Document and Report

Include the SDG number, title, and relevant target in your proposal, reports, and success stories.

STEP 03

Review the SDG Targets

Each SDG has specific targets that describe measurable goals.





4. Quick Reference: SDG–Local Action Alignment Table

SDG	Global Goal Summary	Possible Grassroots Actions	Example Indicator
1. No Poverty	End poverty in all forms.	Village savings groups, livelihoods training, small business support.	# of households with increased income.
2. Zero Hunger	End hunger, achieve food security.	Home gardens, farmer training, nutrition campaigns.	% of households with improved food diversity.
3. Good Health and Well-being	Ensure healthy lives for all.	Health talks, sanitation campaigns, mobile clinics.	# of people accessing health services.
4. Quality Education	Inclusive and equitable education.	Adult literacy, girls' education, vocational training.	# of learners completing training.
5. Gender Equality	Empower women and girls.	Women's groups, GBV prevention, leadership training.	# of women in leadership roles.
6. Clean Water and Sanitation	Ensure access to water and sanitation.	Borehole repair, WASH clubs, hygiene training.	# of households with safe water access.
7. Affordable and Clean Energy	Access to sustainable energy.	Solar lights, efficient cookstoves.	# of homes using clean energy solutions.
8. Decent Work and Economic Growth	Promote jobs and entrepreneurship.	Youth skills training, cooperatives.	# of jobs or enterprises created.
9. Industry, Innovation, and Infrastructure	Build resilient infrastructure.	Support local artisans, community ICT hubs.	# of community enterprises using technology.
10. Reduced Inequalities	Promote inclusion and equal opportunity.	Disability inclusion, marginalized group support.	# of vulnerable people benefiting from services.
11. Sustainable Cities and Communities	Make settlements inclusive and safe.	Waste management, local planning committees.	# of communities implementing waste plans.
12. Responsible Consumption and Production	Sustainable use of resources.	Recycling, composting, green enterprises.	% reduction in local waste.
13. Climate Action	Combat climate change impacts.	Tree planting, early warning systems.	# of trees planted or communities trained.
14. Life Below Water	Protect marine ecosystems.	Beach clean-ups, sustainable fishing.	# of fishers using eco-friendly practices.
15. Life on Land	Protect forests and biodiversity.	Reforestation, soil conservation.	Area (ha) of land restored.
16. Peace, Justice, and Strong Institutions	Promote inclusive societies.	Civic education, local mediation, youth dialogues.	# of community members trained in peacebuilding.
17. Partnerships for the Goals	Strengthen global and local partnerships.	Networks, joint projects, resource sharing.	# of partnerships established.



5. Simple SDG Mapping Template

Project Title:
Main SDG(s) Addressed:
Project Objective:
Linked SDG Target(s):
Local Indicator:
Baseline:
Target (by end of project):
Data Source:



6. Tools for Local SDG Integration

Tool	Purpose
SDG Prioritization Matrix	Helps choose which SDGs fit your local context.
SDG-Project Alignment Template	Links each project objective to an SDG target.
Community SDG Tracker	Tracks progress using local indicators.
Local Reporting Form	Summarizes results for district or donor reporting.



7. Communicating Your SDG Alignment

When writing proposals or reports:

- Mention SDG numbers (e.g., SDG 2: Zero Hunger).
- Use SDG icons or colors for visibility.
- Include one line on how your activity supports a specific SDG target.



Example (in a proposal):

This project contributes to **SDG 2 (Zero Hunger)** and **Target 2.3**, which focuses on doubling agricultural productivity and income of small-scale food producers.



8. Key Takeaways

- Every grassroots project can link to one or more SDGs.
- Use SDG alignment to show impact and attract partners.
- Keep indicators simple and measurable.
- Report results using both local language and SDG terms

Annex 7: Low-Cost Data Collection Toolkit – Community Projects

Cover Page

Title:	Low-Cost Data Collection Toolkit
Project / Organization:	[Insert Name]
Date:	[Insert Date]
Prepared by:	[Insert Name / Organization]

Table of Contents

1. Understand Local Context
2. Focus Group Discussion (FGD) Guide
3. Key Informant Interview (KII) Guide
4. Observation Checklist
5. Participatory Rural Appraisal (PRA) Tools
6. Data Summary Sheet



1. Understand Local Context

Title:	[Project Name] – Household / Individual Survey
Date:	[Insert Date]
Enumerator:	[Insert Name]

Question #	Question	Response Options	Notes / Comments
1	Name of respondent	Text	
2	Age	Number	
3	Gender	Male / Female / Other	
4	Household size	Number	
5	Access to clean water	Yes / No	
6	Access to sanitation	Yes / No	
7	Main livelihood activity	Text	
8	Other comments	Text	



2. Focus Group Discussion (FGD) Guide

Title:	[Project Name] – Household / Individual Survey
Date / Location:	[Insert Date]
Facilitator:	[Insert Name]

Discussion Points:

Topic	Key Questions	Notes / Observations
Community priorities	What are the main challenges your community faces?	
Health & sanitation	How do families access water and health services?	
Education	What are the barriers to children attending school?	
Livelihoods	What are the main sources of income in the community?	
Recommendations	What solutions do community members suggest?	



3. Key Informant Interview (KII) Guide

Title:	[Project Name] – KII
Date / Location:	[Insert Date]
Interviewer:	[Insert Name]

Question #	Question	Respondent Name & Role	Notes / Responses
1	What is your role in the community?		
2	What are the main issues affecting the community?		
3	Which services are most needed?		
4	How does the community currently address these issues?		
5	Recommendations for project support?		



4. Observation Checklist

Title:	[Project Name] – KII
Date / Location:	[Insert Date]
Observer:	[Insert Name]

Observation Item	Present / Absent / Notes
Water sources (tap, well, river)	
Sanitation facilities	
Health post or clinic availability	
School / learning spaces	
Market / livelihood activities	
Community meeting spaces	



5. Participatory Rural Appraisal (PRA) Tools

Participatory Rural Appraisal (PRA) are rural participatory tools that enable local communities to meaningfully share, analyse, and use their knowledge to plan and act on development issues in support of the Sustainable Development Goals.

Tool Examples:

PRA Tool	Purpose	Instructions / Notes
Community mapping	Identify resources & infrastructure	Use paper, chalk, or stones to map resources with community members
Seasonal calendar	Identify seasonal challenges (e.g., food, health)	Ask participants to map months with specific challenges
Problem ranking	Identify priority issues	Have community members rank problems from most to least critical





6. Data Summary Sheet

Data Collection Method	Key Findings	Observations / Notes	Action Points / Follow-up
Survey			
FGD			
KII			
Observation			
PRA			

Tips for Using the Template

1. **Train data collectors** on how to fill tables clearly.
2. Use **local language** for questions.
3. Combine methods for **data triangulation**.
4. Keep forms **short and simple** to reduce fatigue.
5. For digital data, consider **KoboToolbox or Google Forms**.

DATA COLLECTION TEMPLATES

TEMPLATE 1: SDG ALIGNMENT TOOLS

Purpose: Identify which SDGs, targets, and indicators your project contributes to

Organisation Name: _____

Project/Programme Name: _____

Date Completed: _____

Completed By: _____

SECTION A: Project Description

Briefly describe your project activities (2-3 sentences):

SECTION B: SDG Mapping

For each SDG below, tick if your project contributes to it, then identify specific targets:

Sustainable Development Goals	We Contribute	Specific Targets	How We Contribute
SDG 1: Poverty	Yes	e.g. 1.4 Equal rights to economic resources	
SDG 2: Zero Hunger			
SDG 3: Good Health			
SDG 4: Quality Education			
SDG 5: Gender Equity			
SDG 6: Clean Water			
SDG 7: Clean Energy			
SDG 8: Decent Work			
SDG 10: Reduced Inequalities			
SDG 13: Climate Action			
SDG 16: Peace and Justice			

SECTION C: Primary Focus

Of the SDGs you checked above, which 2-3 are your PRIMARY focus?

1. SDG ____ Target ____
2. SDG ____ Target ____
3. SDG ____ Target ____

TEMPLATE 2: BENEFICIARY REGISTRATION FORM

Purpose: Record information about individuals or households served by your project

Registration Date: //20____

Registration Number: _____ (assign unique ID to each beneficiary) **Programme/Service:**

Personal Information

Full Name: _____

Age: _____

Date of Birth: //_____

Gender: ☐ Male ☐ Female ☐ Other ☐ Prefer not to say **National ID Number** (optional):

Contact Number: _____

Location Information

Village/Township: _____**Ward:** _____**District:** _____**Province/Region:** _____**Country:** _____

Household Information

Number of people in household: _____**Number of children under 18:** _____**Number of elderly (over 60):** _____**Household Head:** ☐ Male ☐ Female ☐ Child-headed

Vulnerability Assessment

Does the beneficiary/household have any of the following characteristics?

- Living with HIV/AIDS
- Disability (specify: _____)
- Single parent household
- Orphan or vulnerable child
- Elderly living alone
- No formal income
- Food insecure
- No access to clean water
- No access to sanitation
- Other: _____

Services Provided

Which services is this beneficiary receiving? (Check all that apply)

- Food assistance
- Health services
- Education support
- Skills training
- Economic empowerment
- Water/sanitation
- Other: _____

Registered By: _____**Signature:** _____

TEMPLATE 3: MONTHLY ACTIVITY DATA COLLECTION

Purpose: Track monthly activities and outputs related to SDG indicators

Organisation: _____

Month/Year: _____/20

Completed By: _____

SECTION A: Participation Data

Activity Description	Total Participants	Male	Female	Youth	Elderly	With Disability

SECTION B: Services Delivered

Service Type	# of People Served	SDG Target	Notes
Healthcare		3.8	
Education/Training		4.3, 4.4	
Food parcel distribution		2.1	
Water Access provided		6.1	
Income-generating support		1.4, 8.3	
Other:			

SECTION C: Outcomes/Changes Observed

What positive changes have you observed this month? (Stories, testimonials, improvements)

SECTION D: Challenges Encountered

What challenges did you face in delivering services or collecting data this month?

Date Completed: //20_____

Signature: _____

TEMPLATE 4: QUALITATIVE DATA COLLECTION - CASE STORY

Purpose: Capture stories and testimonials that illustrate impact

Date: //20____

Documented By: _____

Case Number: _____ (for tracking)

Beneficiary Information

Initials or Pseudonym (for privacy): _____

Age: _____

Gender: ☐ Male ☐ Female ☐ Other

Location (village/township): _____

Project/Intervention

Which project/service?: _____

Duration of participation: _____ months

Related SDG(s): _____

The Story

Before the intervention: Describe the situation/challenge the person faced

The intervention: What did your organization do to help?

After the intervention: What changed? What impact was observed?

Direct quote from beneficiary (if consent given):

" _____ "



Annex 8: Community Needs Assessment Template

Cover Page

- **Title:** Community Needs Assessment
- **Project/Organization Name:** [Insert Name]
- **Date:** [Insert Date]
- **Prepared by:** [Insert Name/Organization]

Table of Contents

1. Executive Summary

- Purpose of assessment
- Key findings
- Recommendations

2. Background / Context

- Community profile (population, location, demographics)
- Previous interventions or assessments
- Rationale for current assessment

3. Objectives of the Assessment

- General objective
- Specific objectives

4. Methodology

- Data collection methods (surveys, interviews, focus groups)
- Sample size & selection
- Data analysis approach

5. Stakeholder Mapping

Stakeholder	Role/Interest	Influence	Engagement Strategy	Notes

6. Community Needs Identification

Sector	Current Situation	Needs / Gaps	Priority Level	Notes

Example Sectors: Health, Education, Livelihoods, Infrastructure

7. SWOT Analysis (Optional)

Strengths	Weaknesses	Opportunities	Threats

8. Recommendations & Action Plan

Priority Area	Recommendation	Responsible Party	Timeline	Resources Needed

9. Annexes

- Survey/questionnaire
- Interview guides
- Maps, photos, or other reference materials

Annex 9: Community Action Planning Template



1. What Is Community Action Planning (CAP)?

Community Action Planning (CAP) is a **participatory process** that helps communities:

- Identify and prioritize their needs,
- Design practical actions to address them,
- Mobilize resources and partnerships, and
- Monitor progress together.

SECTION 1: Community Action Plan Overview

Field	Description / Guidance	Example
Community Name	Name of the target area or group	Nkhata Bay South Village
Date of Planning Session	When the CAP was developed	15–16 May 2025
Facilitator(s)	Names of facilitators or organization	Grassroots Network Malawi
Community Representatives	Key participants	Village chiefs, youth, women's groups
Overall Goal	Broad aim of the plan	Improve food security and nutrition in the community

SECTION 2: Situation and Needs Assessment Summary

Category	Key Issues Identified	Evidence/Source	Priority Level (High/Med/Low)
Agriculture	Low yields due to poor soil	Community discussion	High
Education	Long distance to secondary school	Focus group input	Medium
Health	Lack of clean water points	Health centre report	High

SECTION 3: Problem Analysis (Root Cause Mapping)

Core Problem	Immediate Causes	Root Causes	Possible Solutions
Food insecurity	Poor soil fertility, limited inputs	Lack of training, limited access to extension services	Capacity building, input access, compost making training

SECTION 4: Objectives and Actions Matrix

Objective	Activities / Actions	Responsible Person(s)	Timeline	Resources Needed	Possible Partners
Improve household food security	1. Train farmers in composting 2. Distribute improved seeds 3. Establish demonstration plots	Lead farmer group, NGO staff	June–October 2026	Seeds, tools, trainer	Ministry of Agriculture, Local NGOs
Improve access to safe water	1. Identify borehole sites 2. Mobilize funds 3. Construct boreholes	Water committee	July–December 2026	Technical support, materials	District Council, UNICEF

SECTION 5: Resource Mobilization Plan

Resource Type	Available Locally	Needed Externally	Potential Source/Donor
Labour	Yes (community members)	No	Community
Materials	Sand, stones, cement, pipes	Yes	Local government, NGOs
Funds	Limited	Yes	District development funds, grant applications

SECTION 6: Implementation and Monitoring Plan

Key Activity	Indicator of Success	Means of Verification	Responsible Group	Frequency of Review
Compost training	50 farmers trained	Attendance list, photos	Agriculture Committee	Quarterly
Borehole construction	2 boreholes completed	Progress reports, community inspection	Water Committee	Biannually

SECTION 7: Risk Analysis and Mitigation

Potential Risk	Likelihood	Impact	Mitigation Strategy
Drought affecting agriculture	High	High	Promote drought-resistant crops
Limited funding availability	Medium	High	Develop small grant proposals
Community fatigue	Low	Medium	Rotate volunteer roles, motivation sessions

SECTION 8: Community Agreement and Sign-off

Name	Role/Organization	Signature	Date
Village Head	Community Leader		
Women's Representative	Community Member		
Youth Leader	Youth Network		
Facilitator	Supporting NGO		

Annex: CAP Summary Sheet (For Reporting or Sharing)

Community	Main Priority Areas	Lead Organization(s)	Implementation Period	Expected Outcomes
Nkhata Bay South	Food security, clean water	Community committee, NGO	2026–2027	Increased yields, improved access to water



Annex 10: Engagement strategy for grassroots

Practical guide to engagement strategies for grassroots stakeholders. These strategies focus on local participation, empowerment, and trust-building, which are key when working at the community level.



1. Identify Stakeholder Groups

- **Community leaders:** Chiefs, village heads, religious leaders
- **Community-based organizations (CBOs):** Women's groups, youth associations
- **Local service providers:** Schools, health clinics, cooperatives
- **Marginalized groups:** Women, youth, people with disabilities
- **Local municipalities:** Local government officials
- **Local businesses:** Business owners, managers



2. Engagement Approaches

Engagement Type	Description	When to Use	Tips for Grassroots Context
Inform	Share information about projects, policies, or events	Early stages or updates	Use local language, visual aids, posters, radio
Consult	Seek opinions or feedback through surveys, interviews, or focus groups	Needs assessment, project design	Keep questions simple, hold meetings at accessible locations
Involve	Actively involve stakeholders in planning and decision-making	Project design, implementation	Use participatory tools like community mapping, workshops, and planning sessions
Collaborate / Partner	Jointly implement projects with community groups	Implementation, monitoring, sustainability	Formalize agreements, define roles clearly, share responsibilities
Empower	Give control or decision-making power to stakeholders	Long-term sustainability	Support local leadership, provide training, build capacity



3. Practical Tips for Grassroots Engagement

1. **Local Language & Culture:** Communicate in the community's preferred language; respect cultural norms.
2. **Accessibility:** Hold meetings at convenient times and locations for all community members.
3. **Visual & Participatory Tools:** Use charts, posters, storytelling, drama, or mapping exercises.
4. **Inclusive Participation:** Ensure marginalized groups are included, especially women, youth, and people with disabilities.
5. **Feedback Loops:** Share outcomes of consultations and show how community input influenced decisions.
6. **Leverage Local Networks:** Engage trusted community leaders and CBOs to mobilize members.

Annex 11: Project Planning Template for Grassroots Organizations



Section 1: Project Overview

Item	Details
Project Title	
Implementing Organization / Group	
Contact Person	
Location (District / Village / Ward)	
Project Duration	From: ____ To: ____
Estimated Budget (Local currency - e.g ZAR, MWK / USD)	
Funding Source / Donor	
Date of Submission	



Section 2: Problem Statement / Background

Briefly describe the main problem or issue your community is facing. Include evidence, examples, or statistics if available.



Example:

In Mphonde Village, youth unemployment remains high at 35%. Many young people lack technical skills, leading to low income and migration to towns.



Section 3: Project Goal and Objectives

Goal	(Overall change or impact you want to achieve)
Specific Objectives	(Clear, measurable results that contribute to the goal)
1.	
2.	
3.	



Example:

Goal: Increase income opportunities for rural youth.

Objective 1: Train 100 youth in basic carpentry and tailoring skills by July 2026.



Section 4: Key Activities and Work Plan

Objective	Activity	Expected Output	Responsible Person	Timeline
Objective 1	Conduct skills training for youth	100 youth trained	Project Officer	Mar–May 2026
Objective 1	Provide starter kits for trainees	100 toolkits distributed	Procurement Officer	June 2026
Objective 2	Support youth to form savings groups	5 groups established	Field Facilitator	July–Aug 2026



Tip:

Link each activity to one objective for clarity and easy monitoring.



Section 5: Monitoring and Evaluation Plan

Objective	Indicator	Means of Verification	Frequency	Responsible Person
Train 100 youth	# of youth completing training	Attendance register, photos	Monthly	M&E Officer
Establish 5 savings groups	# of groups active	Group records	Quarterly	Field Facilitator



Tip:

Use **simple, countable indicators** that can be easily tracked by community members.



Section 6: Budget Summary

Budget Line Item	Unit Cost (USD)	Quantity	Total (USD)	Notes / Justification
Training materials	10	100	1,000	Manuals, tools
Trainer allowances	50	5 days	250	Local trainer
Toolkits for trainees	100	100	10,000	Starter kits
Monitoring visits	30	5	150	Transport and reporting



Tip:

Always check that the total matches your funding ceiling.



Section 7: Key Stakeholders and Partners

Stakeholder / Partner	Role / Contribution	Contact Person
Local Council	Provide venue and technical support	
Community Youth Group	Mobilize participants	
Private Sector Partner	Offer internships	

Section 8: Sustainability Plan

Describe how the project's benefits will continue after funding ends.



Example:

The trained youth will form cooperatives to sustain their businesses. Local artisans will serve as mentors. The community will contribute through savings and revolving funds.



Section 9: Risks and Mitigation Measures

Potential Risk	Impact	Likelihood (High/Medium/Low)	Mitigation Strategy
Low participation of youth	Medium	Medium	Conduct early mobilization and awareness meetings
Delay in funds	High	Medium	Use community contribution to begin initial activities
Weather disruptions	High	Low	Schedule activities in the dry season



Section 10: Approval and Signatures

Name	Position	Signature	Date
Project Coordinator			
Chairperson			
Donor Representative (if applicable)			

Annexes (Optional)

- Annex 1: Detailed Budget
- Annex 2: Logical Framework (project inputs, activities, outputs, outcomes)
- Annex 3: Letters of Support (by the partner communities)
- Annex 4: Maps or Photos

SDG PROJECT PLANNING TEMPLATE

Purpose: Plan your SDG-aligned project with clear data collection built in from the start

Organisation Name: _____

Project Title: _____

Project Duration: From //20____ to //20____

Primary SDG(s): _____

SECTION 1: Situation Analysis

1.1 What problem are you addressing?

1.2 Who is affected by this problem? (Be specific about numbers, location, characteristics)

1.3 What data/evidence shows this problem exists?

SECTION 2: Project Objectives and SDG Alignment

2.1 Overall Goal (The change / s you want to see)

2.2 Specific Objectives (What will you achieve?)

Objective 1: _____

- Related SDG Target(s): _____
- How you'll measure success: _____

Objective 2: _____

- Related SDG Target(s): _____
- How you'll measure success: _____
- _____

Objective 3: _____

- Related SDG Target(s): _____
- How you'll measure success: _____

SECTION 3: Activities and Outputs

Activity	Output (What will be produced/delivered)	Timeframe	SDG	SDG Target and Indicator

SECTION 4: Target Beneficiaries

Beneficiary Group	# Of people reached	Priority SDG Focus	SDG Target	SDG Indicator

Total Direct Beneficiaries: _____ **Total Indirect Beneficiaries:** _____

SECTION 5: Data Collection Plan

5.1 Baseline Data

What data will you collect BEFORE the project starts?

Indicator	Method	Who Collects	When

5.2 Ongoing Monitoring Data

What data will you collect DURING project implementation?

Indicator	Frequency	Method	Responsible Person

5.3 Endline/Impact Data

What data will you collect AT THE END to show impact?

Indicator	Method	Target/Expected Result	SDG Alignment

SECTION 6: Data Management

Who is responsible for data collection?

Name: _____

Role: _____

Where will data be stored? ☐ Physical files (locked cabinet) ☐ Computer spreadsheet (password protected) ☐ Database/online system: _____

How will you ensure data quality? ☐ Training data collectors ☐ Spot checks/supervision ☐ Regular data review meetings ☐ Community validation ☐ Other: _____

Data privacy and protection: How will you protect beneficiary information?

SECTION 7: Reporting Plan

Internal reporting (within your organization):

- Frequency: ☐ Monthly ☐ Quarterly ☐ Annually
- Format: _____

External reporting (to government/donors):

Reporting To	Frequency	Deadline	Format Required
District Office			
Provincial Office			
National Body			
Donor/Funder			

SECTION 8: Resources Needed for Data Collection

Resources	Cost	Source/How to Obtain
Registration forms		
Data collection tools		
Training for staff		
Mobile phones/tablets		
Transport for monitoring visits		
Data storage system		

Total Budget for M&E: _____

SECTION 9: Risks and Mitigation

Risks to Data Quality/Collection	Likelihood (High/Medium/Low)	Mitigation Strategy
Staff turnover		
Beneficiaries reluctant to share info		
Lost/damage records		
No resource for data collection		

Plan Developed By: _____

Date: //20____

Approved By (if applicable): _____

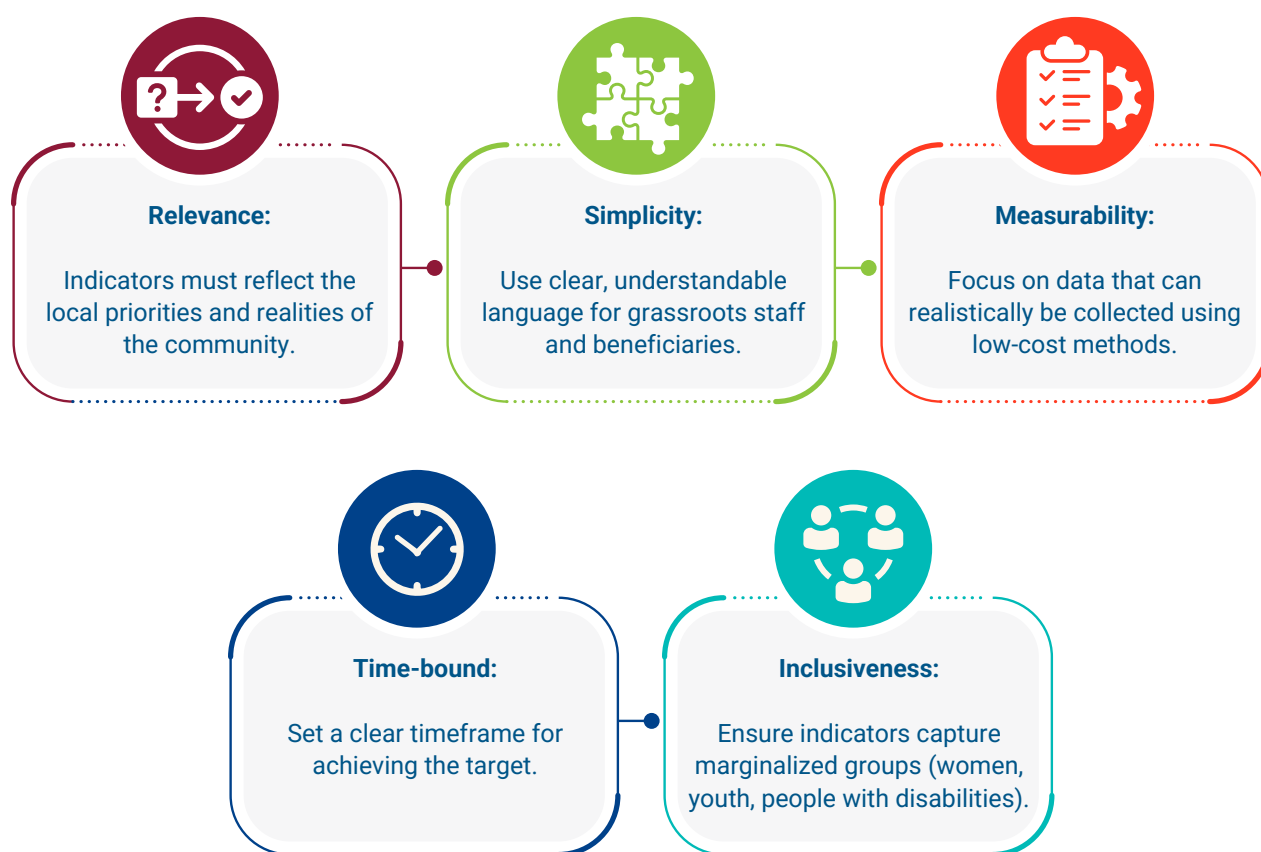


Annex 12: Contextualized indicators and targets

This is a practical guide to contextualized indicators and targets for grassroots projects, designed for community-level monitoring and evaluation. The aim is to translate broader program goals into specific, measurable, achievable, realistic, and time-bound (SMART) indicators relevant to local realities.



1. Principles for Contextualizing Indicators





2. Examples by Sector

Sector	Goal	Indicator	Target (Grassroots Context)	Data Collection Method
Health	Improve hygiene and sanitation	% of households with access to clean water	80% of households in target villages within 12 months	Household survey, observation
Education	Increase school attendance	% of children attending school regularly	90% attendance among children 6–14 in the next school term	School registers, teacher interviews
Livelihoods	Increase income-generating activities	Number of households with at least one member engaged in microenterprise	50 households within 6 months	Household survey, FGD
Nutrition	Improve household food security	% of households consuming 3+ meals per day	70% of households within project period	Survey, FGD
Community Participation	Strengthen local engagement	Number of community meetings with active participation	1 meeting per village per month, at least 50% participation	Observation, meeting records
Gender	Promote women's participation	% of women attending community meetings	50% of participants in all meetings are women	Attendance sheets, observation



3. Tips for Setting Targets at Grassroots Level

- **Use baseline data:** Know current levels before setting realistic targets.
- **Consider capacity:** Targets should reflect available human, financial, and logistical resources.
- **Be culturally appropriate:** Ensure targets are meaningful and achievable in local context.
- **Track progress incrementally:** Break larger targets into smaller milestones.
- **Document clearly:** Make sure every indicator has a **definition, unit of measurement, and method of data collection**



4. Monitoring Framework Example

Objective	Indicator	Baseline	Target	Data Source	Frequency	Responsible
Improve hygiene practices	% of households using clean water	45%	80% in 12 months	Household survey	Quarterly	Field Officer
Increase school attendance	% of children attending school regularly	70%	90% next term	School registers	Monthly	Teacher / Project Staff
Strengthen women's participation	% of women attending meetings	30%	50% within 6 months	Attendance sheets	Monthly	Community Liaison

This approach ensures that indicators and targets are **practical, measurable, and meaningful** for grassroots projects.



Annex 13: Capacity Building Modules for Community Development

This guide comprises a comprehensive set of Capacity Building Modules for Grassroots Organizations, designed to strengthen local actors' ability to plan, implement, monitor, and sustain community initiatives especially in relation to the SDGs, community development, and participatory approaches.

Module 1. Introduction to Community Development

Objective: Build understanding of the principles and processes of community-driven development.

Key Topics:

- What is community development?
- Participatory approaches and empowerment
- Role of grassroots organizations
- Stages of community development (assessment → planning → action → reflection)

Practical Tools:

- Community mapping exercise
- Group reflection checklist
- Local asset inventory template

Module 2. Understanding the Sustainable Development Goals (SDGs)

Objective: Enable grassroots groups to align local actions with global goals.

Key Topics:

- Overview of the 17 SDGs and 2030 Agenda
- Localizing the SDGs - "Think global, act local"
- Identifying relevant SDGs for your community

Practical Tools:

- SDG localization worksheet
- SDG prioritization matrix
- Local action planning template

Module 3. Stakeholder Engagement and Partnership Building

Objective: Strengthen skills for identifying, mapping, and engaging key actors.

Key Topics:

- Stakeholder mapping and analysis
- Building collaborative networks
- Communication and negotiation skills
- Power dynamics and inclusivity

Practical Tools:

- Stakeholder mapping table (with influence/interest matrix)
- Partnership agreement template
- Communication strategy worksheet

Module 4. Community Needs Assessment

Objective: Equip participants to gather and analyze information about local needs and priorities.

Key Topics:

- Participatory data collection methods
- Designing community surveys and focus groups
- Analyzing qualitative and quantitative data
- Translating findings into action priorities

Practical Tools:

- Community needs assessment template
- Focus group discussion (FGD) guide
- Data analysis summary sheet

Module 5. Project Planning and Proposal Writing

Objective: Build capacity to design effective, fundable projects.

Key Topics:

- Logical Framework (Logframe) approach
- Setting SMART objectives
- Developing activities, outputs, and indicators
- Writing simple concept notes and proposals

Practical Tools:

- Project design template (goal → outcome → output → activity)
- Proposal writing checklist
- Budget planning table

Module 6. Monitoring, Evaluation, and Learning (MEL)

Objective: Strengthen skills in tracking results and learning from experience.

Key Topics:

- Basics of monitoring and evaluation
- Data collection and reporting tools
- Learning loops and adaptive management

Practical Tools:

- Simple M&E plan template
- Indicator tracking table
- Reflection and learning log

Module 7. Financial Management for Grassroots Organizations

Objective: Build transparency and accountability in managing community funds.

Key Topics:

- Budget preparation and tracking
- Record keeping and reporting
- Financial accountability and audits
- Mobilizing local resources

Practical Tools:

- Simple cashbook format
- Monthly expense tracker
- Budget variance report template

Module 8. Leadership, Governance, and Organizational Management

Objective: Develop leadership and internal management capacity.

Key Topics:

- Principles of good governance
- Roles and responsibilities of leaders
- Conflict resolution and teamwork
- Managing volunteers and staff

Practical Tools:

- Leadership self-assessment tool
- Sample organizational structure
- Governance charter outline

Module 9. Communication, Advocacy, and Campaigning

Objective: Enhance community voices in policy and development spaces.

Key Topics:

- Basics of advocacy and campaigning
- Message development and storytelling
- Engaging media and policymakers

Practical Tools:

- Advocacy strategy template
- Message framing worksheet
- Campaign planning calendar

Module 10. Sustainability and Exit Strategies

Objective: Ensure continuity and long-term community ownership.

Key Topics:

- Building local ownership and capacity
- Resource diversification strategies
- Institutionalizing learning
- Exit planning

Practical Tools:

- Sustainability checklist
- Resource mobilization plan template
- Exit strategy guide

Annex 14: Monitoring and Evaluation (M&E) Plan guide for Community Projects



1. Introduction

An M&E Plan outlines how your organization will track progress, measure results, and learn from your project. It ensures that activities are implemented effectively and that lessons are captured for future improvement.

Purpose:

- To guide data collection, analysis, and reporting.
- To measure progress toward project objectives.
- To promote learning and accountability among staff, partners, and communities.



2. Project Overview

Project Title:

Implementing Organization:

Project Duration:

Location:

Funding Partner (if any):

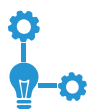
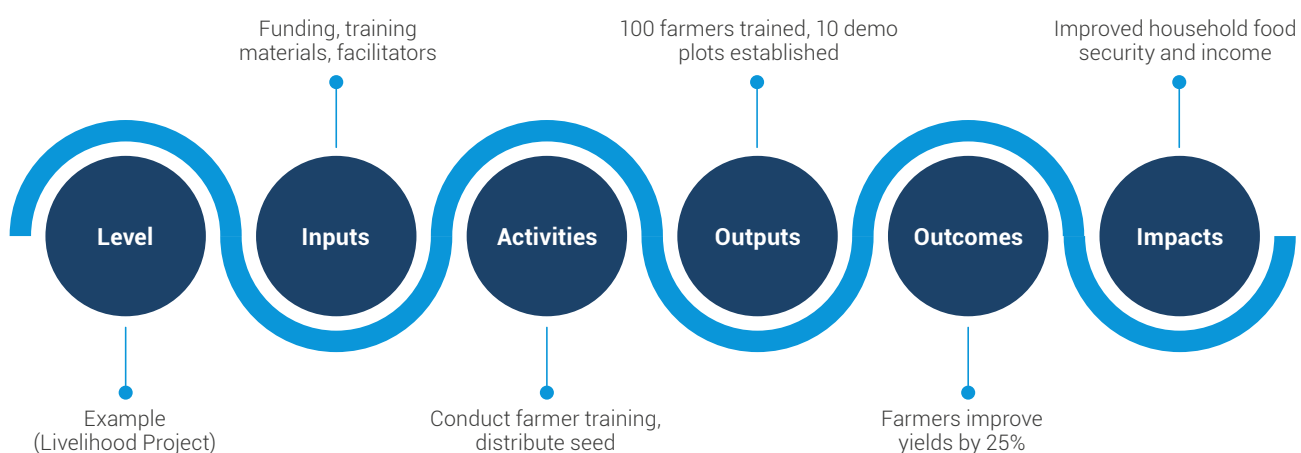
Overall Goal:

Specific Objectives:



3. Theory of Change / Results Chain

Describe how your activities lead to change.



Tip:

A simple flowchart or logic model can make this section clearer.



4. Results Framework / Logical Framework (Logframe)

Level	Indicators	Means of Verification	Frequency	Responsible Person
Goal	% of households with improved food security	Household survey	Annual	M&E Officer
Outcome 1: Increased knowledge of climate-smart farming	% of trained farmers applying new practices	Observation checklist	Quarterly	Field Officer
Output 1.1: Training sessions conducted	# of training sessions held	Attendance registers	Monthly	Project Officer
Output 1.2: Farmers reached	# of participants (disaggregated by gender)	Participant list	Monthly	Community Facilitator



5. Indicators and Targets

Indicator	Type (Input/Output/Outcome)	Baseline	Target	Data Source
Number of farmers trained	Output	0	100	Training register
% of farmers applying new techniques	Outcome	10%	60%	Follow-up survey
Average maize yield per hectare	Impact	1.2 tons	1.8 tons	Field measurement
% of women participating	Output	35%	50%	Attendance sheet



Tip:

Always **disaggregate** data by gender, age, and location when possible.



6. Data Collection Plan

Indicator	Data Source / Tool	Collection Method	Frequency	Responsible Person
Farmers trained	Training register	Attendance sheets	Monthly	Field Officer
Farmers adopting new practices	Observation checklist	Farm visits	Quarterly	Extension worker
Household food security	Survey questionnaire	Household survey	Annually	M&E Officer
Gender participation	Registration forms	Data review	Monthly	Project Assistant

Low-cost methods: Use mobile phones, WhatsApp check-ins, or community scorecards.



7. Data Quality Assurance

To ensure data is reliable and valid:

- Use **standardized tools** and definitions.
- Train data collectors before fieldwork.
- Conduct **spot checks** and **data verification** visits.
- Store all forms securely (digital or physical).

Quality Dimension	Standard	Action to Ensure Quality
Accuracy	Data reflects reality	Cross-check field data weekly
Completeness	All data fields filled	Use digital tools with required fields
Timeliness	Reports submitted on time	Monthly review meetings
Consistency	Data collection methods are uniform	Provide refresher training



8. Data Analysis and Reporting

Activity	Tool/Method	Frequency	Responsible Person
Compile field data	Excel or Google Sheets	Monthly	M&E Officer
Analyze trends	Graphs, summary tables	Quarterly	M&E Team
Prepare progress report	Narrative + data charts	Quarterly	Project Manager
Share findings	Meetings, WhatsApp, community bulletin	Quarterly	Team Lead



Tip:

Use visuals-graphs, infographics, and short success-stories to make reports engaging.



9. Learning and Feedback Mechanisms

- Organize **reflection meetings** every quarter.
- Capture **community feedback** through suggestion boxes or interviews.
- Document **lessons learned and success stories**.
- Adjust project plans based on findings.

Learning Area	What We Learned	Action to Take
Participation of women	More convenient meeting times increase turnout	Schedule trainings at flexible hours
Input delivery delays	Affected planting season	Improve supplier contracts



10. Roles and Responsibilities

Role	Key M&E Responsibilities
Project Manager	Oversees M&E implementation and reporting
M&E Officer / Focal Person	Leads data collection, analysis, and reporting
Field Officers	Collect and verify field data
Community Volunteers	Support data collection and beneficiary feedback
Partners / Donors	Review reports and provide feedback



11. Ethical Considerations

- Obtain **informed consent** before interviews.
- Keep all data **confidential and secure**.
- Ensure participation is **voluntary**.
- Protect vulnerable groups (children, people with disabilities, etc.).



12. Monitoring and Evaluation Calendar

M&E Activity	Month / Quarter	Responsible Person
Baseline Survey	Month 1	M&E Officer
Routine Monitoring	Monthly	Field Team
Mid-term Review	Month 6	Project Manager
Endline Evaluation	Month 12	External Consultant
Learning Workshop	Month 12	All Staff



13. Reporting Framework

Report Type	Frequency	Main Content	Recipient
Monthly Field Report	Monthly	Activities, participants, challenges	Project Manager
Quarterly Progress Report	Quarterly	Key outputs, outcomes, lessons	Donor / Board
Annual Report	Annual	Results summary, success stories	Stakeholders



14. Budget for M&E

Item	Estimated Cost (USD)	Remarks
Baseline & endline surveys		
Data collection tools		
Training for field staff		
Data analysis & reporting		
Evaluation consultancy		



Tip:

Allocate at least **5–10% of your total project budget** for M&E activities.

MONITORING AND EVALUATION FORMS

TEMPLATE 1: QUARTERLY MONITORING REPORT

Purpose: Review project progress and data quality every three months

Organisation: _____

Project Name: _____

Reporting Period: Quarter ☐ 1 ☐ 2 ☐ 3 ☐ 4 Year: 20____

Report Date: //20____

Prepared By: _____

SECTION A: Beneficiary Summary

Category	Target (for this quarter)	Actual Reach	% of Target

New beneficiaries registered this quarter: _____

Cumulative total since project start: _____

SECTION B: Activity Progress

Planned Activities	Status	% Completion	Challenges/Issues	SDG Target

SECTION C: Output Indicators (Quantitative)

Indicator	Target (Quarter)	Achieved	Variance	SDG Alignment	Data Source

SECTION D: Outcome Observations (Qualitative)

What changes are you observing in the community?

Positive unintended outcomes (good things you didn't expect):

Negative unintended outcomes (problems you didn't foresee):

Two to three success stories from this quarter:

1.

2.

SECTION E: Data Quality Assessment

Data Quality Check	Yes	No	Comments
All data collection forms completed?			
Beneficiary records up to date?			
Data disaggregated by sex/age?			
Spot checks conducted?			
Data entry errors corrected?			
Physical records safely stored?			

Data completeness rate: ____% (forms fully completed)

Issues affecting data quality this quarter:

Actions taken to improve data quality:

SECTION F: Challenges and Solutions

Challenges Faced	Impact on Project	Solution/Action Taken	Status

SECTION G: Budget Monitoring (M&E Costs)

M&E Activity	Budget Allocated	Spent This Quarter	Balance

SECTION H: Plans for Next Quarter

Key activities planned:

1. _____
2. _____
3. _____

Data collection priorities:

Adjustments needed based on this quarter's findings:

Reported By: _____ **Date:** //20____

Reviewed By (if applicable): _____

Date: //20____



TEMPLATE 2: ANNUAL PROJECT EVALUATION FORM

Purpose: Comprehensive annual review of project achievements against SDG targets

Organisation: _____

Project Name: _____

Project Year: Year ☐ 1 ☐ 2 ☐ 3 ☐ Other: ____

Evaluation Period: From //20____ to //20____

Evaluation Date: //20____

Evaluator(s): _____

SECTION 1: Executive Summary

Project Overview (2-3 sentences):

Key Achievements:

Major Challenges:

Overall Assessment:

- ☐ Exceeded expectations
- ☐ Met expectations
- ☐ Partially met expectations
- ☐ Did not meet expectations

SECTION 2: SDG Target Achievement

For each SDG target your project addressed, assess achievement:

SDG Target ____: _____

Indicator	Baseline	Target	Actual Achievement	% Achievement	Rating

Rating Scale:

Poor (0-40%), ★

Below expectations (41-60%), ★★

Satisfactory (61-80%), ★★★

Good (81-95%), ★★★★

Excellent (96-100%+) ★★★★★

Narrative explanation (Why was this target achieved or not?):

Evidence/Data sources:

- ☐ Monitoring reports
- ☐ Surveys
- ☐ Beneficiary records
- ☐ Third-party data
- ☐ Photos/videos
- ☐ Case studies
- ☐ Community feedback
- ☐ Other: _____

(Repeat for each SDG target)



Annex 15: Community Level Data Analysis Template



Cover Page

- **Title:** Grassroots Data Analysis Template
- **Project / Organization:** [Insert Name]
- **Date:** [Insert Date]
- **Prepared by:** [Insert Name / Organization]

Table of Contents

1. Data Summary Table – Quantitative
2. Key Findings from Qualitative Data
3. Charts and Graphs
4. Community Interpretation & Insights
5. Recommendations



1. Data Summary Table – Quantitative

Title: [Project Name] – Quantitative Data Summary

Data Source: [Survey / Observation / Attendance Records]

Reporting Period: [Insert]

Indicator	Unit / Measure	Baseline	Data Collected	% Change / Achievement	Notes / Observations
Household access to clean water	% of households	45%	65%	+20%	Improvement after borehole repair
Children attending school	% of enrolled children	70%	85%	+15%	Low attendance in rainy season
Women attending meetings	% of participants	30%	45%	+15%	Encouraged by female facilitator
Households practicing handwashing	% of households	50%	72%	+22%	Awareness sessions effective



2. Key Findings – Qualitative Data

Title: [Project Name] – Qualitative Insights

Data Source: [FGD / KII / PRA]

Theme / Topic	Key Observations / Quotes	Implications / Notes
Hygiene practices	"We wash hands only before meals, not after using the latrine."	Need more awareness on comprehensive handwashing
Livelihood challenges	"Market prices are unpredictable, so selling produce is hard."	Explore local market support or training
Education	"Parents prioritize work over school attendance."	Encourage flexible school programs
Community participation	"Women often wait for men to make decisions."	Strengthen women's leadership programs



3. Charts and Graphs (Optional)

Title: [Project Name] – Data Visualization

Indicator	Suggested Graph Type	Description / Notes
Household access to clean water	Pie chart	Show % of households with and without clean water
Children attending school	Bar chart	Compare attendance by village or gender
Women's participation	Bar chart	Track change over time (baseline vs current)
Hygiene practices	Line chart	Track trend over reporting periods



Tip:

Use Excel, Google Sheets, or online tools like Canva / Google Data Studio to generate visuals, then paste into Word.



4. Community Interpretation & Insights

Title: [Project Name] – Participatory Data Interpretation

Finding / Indicator	Community Feedback	Actions Suggested by Community
Clean water access improved	People happy with new borehole	Schedule maintenance training for locals
School attendance increased	Parents still concerned about rainy season	Introduce rain-time school support
Women's meeting participation	Women feel more confident	Expand meeting topics to livelihoods



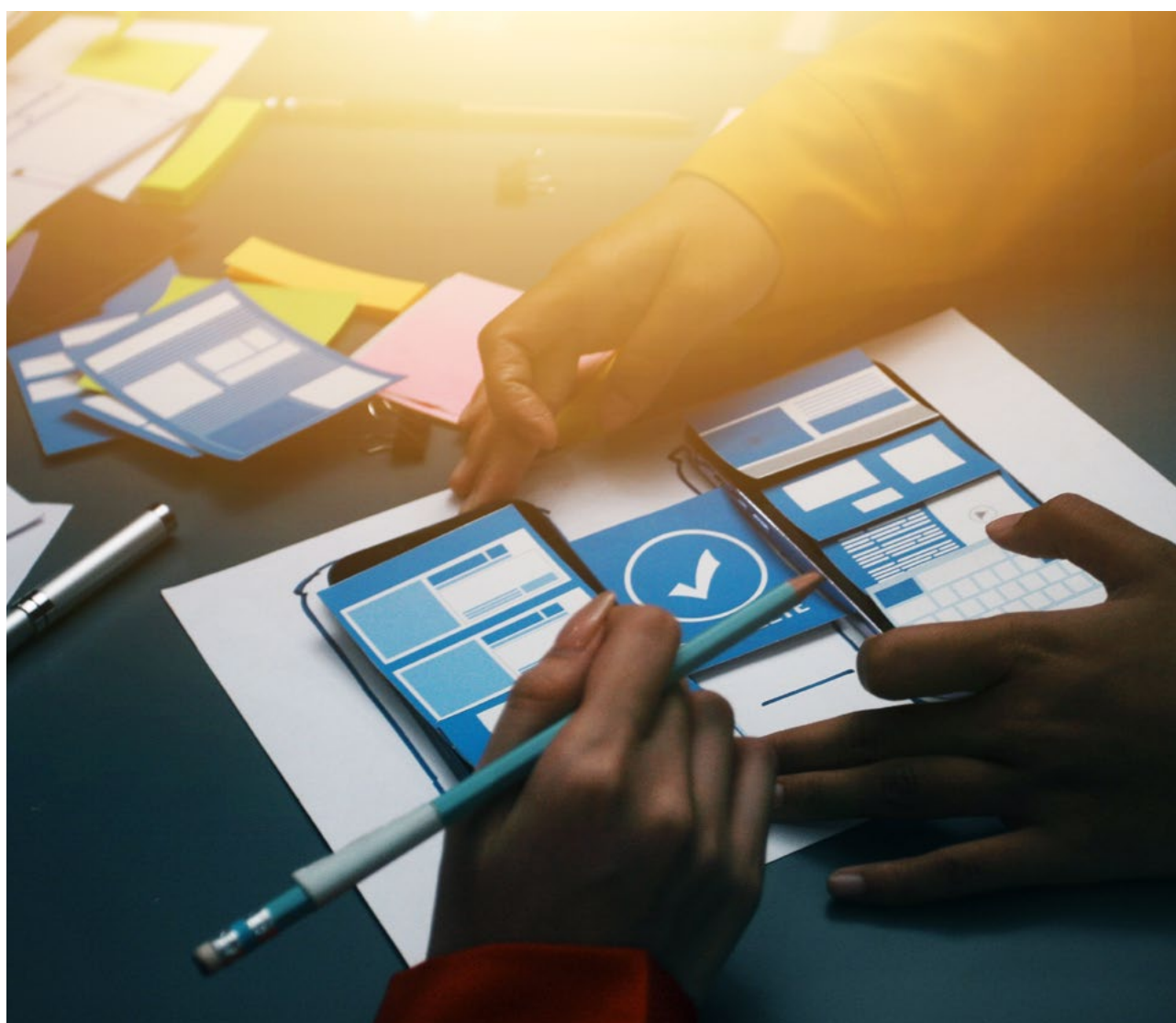
5. Recommendations

Area	Recommendation	Responsible Party	Timeline
Hygiene	Conduct monthly handwashing demonstrations	Health Officer	Ongoing
Education	Implement after-school support programs	Teachers / Project Staff	Next term
Livelihoods	Provide market linkages for farmers	Project Coordinator	Next 6 months
Women's participation	Leadership and decision-making training	Community Liaison	Next quarter



Tips for Using the Template:

1. Keep quantitative tables **short and focused** on key indicators.
2. Document qualitative insights **word for word when possible**.
3. Use **color-coded shading** for tables (e.g., header row in light blue).
4. Include charts and visuals **to communicate trends clearly**.
5. Share findings with the community for **validation and feedback**.



Annex 16: Grassroots Project Reporting Toolkit

Cover Page

- **Title:** Grassroots Project Reporting Toolkit
- **Project / Organization:** Community Health & Livelihoods Initiative
- **Date:** October 2026
- **Prepared by:** [Name / Organization]

Table of Contents

1. Weekly / Monthly Activity Report
2. Community Feedback / Issues Report
3. Field Visit / Observation Report
4. Project Outcome / Progress Report



1. Weekly / Monthly Activity Report

Title: Community Health & Livelihoods – Monthly Activity Report

Reporting Period: 01 October 2026 – 31 October 2026

Submitted by: Field Officer, Village A

Date	Activity / Task	Location	Participants	Outcome / Results	Challenges	Next Steps / Follow-up
05/10/26	Health Awareness Session	Village A	25 (15F/10M)	Improved awareness on hygiene practices	Low attendance by youth	Plan youth-focused session
12/10/26	Women's Cooperative Meeting	Village B	20 women	Discussed microfinance opportunities	Limited access to finance	Link with local bank
20/10/26	Community Clean-Up	Village A	30 (mixed)	Collected 150kg of waste	Rainy weather delayed work	Reschedule next cleanup



Formatting Tips:

- Shade the header row with light blue.
- Use alternating row colors (light gray / white) for readability.
- Bold important outcomes.



2. Community Feedback / Issues Report

Title: Community Health & Livelihoods – Feedback Report

Date: 28 October 2026

Reported by: Community Liaison, Village B

Feedback / Issue	Source / Reporter	Location	Priority	Action Taken / Planned	Responsible Person	Notes
Water point broken	Village Elder	Village B	High	Repair scheduled with local council	Field Officer	Urgent – affects 50 households
Youth request for vocational training	Youth Group	Village A	Medium	Arrange skills workshop	Project Coordinator	Partner with local trainer
Request for sanitation awareness	Women's Group	Village C	Low	Plan awareness session next month	Health Officer	Combine with hygiene campaign



Formatting Tips:

- Use light green for header row.
- Highlight high-priority issues in pale red or bold font.



3. Field Visit / Observation Report

Title: Community Health & Livelihoods – Field Visit Report

Date: 25 October 2026

Visited by: Project Manager

Location / Community: Village A

Observation / Issue	Description	Evidence / Photos	Action Required	Responsible Person	Follow-up Date
Health Post Needs Supplies	Lack of gloves and sanitizers	Photo #001	Procure supplies	Field Officer	30/10/26
Youth Participation Low	Only 5 youth attended hygiene session	Attendance List	Conduct youth-focused outreach	Community Liaison	05/11/26
Market Stall for Women's Coop	Stall underused due to poor promotion	Photo #002	Launch local publicity campaign	Project Coordinator	10/11/26



Formatting Tips:

- Light yellow header row.
- Add borders for all cells.
- Include small images or icons if submitting digitally.



4. Project Outcome / Progress Report

Title: Community Health & Livelihoods – Monthly Progress Report

Reporting Period: October 2026

Prepared by: Project Manager

Objective / Goal	Planned Activities	Achievements / Results	Challenges / Lessons Learned	Next Steps / Recommendations
Increase hygiene awareness	Health sessions, posters, demonstrations	3 sessions held, 75 participants attended	Youth attendance low; need targeted approach	Plan youth-focused sessions next month
Support women's economic empowerment	Cooperative meetings, training	2 meetings held; 20 women received info	Limited access to microfinance	Link with local microfinance provider
Improve community cleanliness	Clean-up campaigns	1 campaign completed; 150kg waste collected	Weather delays	Schedule regular monthly clean-ups



Formatting Tips:

- Header row shaded light purple.
- Bold key achievements.
- Keep text concise.

Word Ready Features

- Heading 1: Main sections (1–4)
- Heading 2: Subsections and titles
- Color-coded tables for readability
- Page breaks between sections for printing
- Optional: insert logos or icons on cover page or section headers
- Add Table of Contents after applying headings

Photos / Annexes

Attach photos, attendance lists, training materials, or testimonials that support your report.

Optional Summary Box for Donors or Stakeholders

Highlight	Details
Key Success	
Key Challenge	
Key Learning	
Next Step / Plan	
SDGs Contributed To	

CASE STUDIES FROM SOUTHERN AFRICA

CASE STUDY 1: Community Gardens - Malawi



Organisation:

Chikwawa Women's Cooperative



Location:

Chikwawa District, Southern Malawi

SDGs Addressed: SDG 1 (Poverty), SDG 2 (Hunger), SDG 5 (Gender Equality)

Context: Chikwawa is one of Malawi's most food-insecure districts, experiencing frequent droughts. Women in the area had limited income opportunities and households experienced hunger during the lean season.

Intervention: The cooperative established 5 community gardens with drip irrigation, training 120 women in climate-smart agriculture, nutrition, and group savings.



Data Collection Approach:

- Monthly tracking of harvest yields and sales
- Household food security surveys (quarterly)
- Income records for each member
- Photos and stories documenting change



Results After 18 Months:



120

women trained
(SDG 4.4 indicator)



87%

of households moved
from food insecure to food
secure (SDG 2.1)



\$15-\$45

Average monthly income increased
from \$15 to \$45 per woman (SDG 1.4)



100%

of women reported increased decision-making power at home (SDG 5.5)



Data Impact:

Their documented results were cited in Malawi's Voluntary National Review and led to the Ministry of Agriculture scaling the model to 15 additional districts.



Lesson Learned:

"Simple data collection—tracking harvests and sales each month—showed clear impact. The government noticed because we had numbers that proved what works." - Grace Phiri, Cooperative Leader

CASE STUDY 2: Rural Health Workers - Mozambique

**Organisation:**

Associação de Saúde Comunitária (ASCOM)

**Location:**

Nampula Province, Northern Mozambique

SDGs Addressed: **SDG 3 (Health)**, **SDG 5 (Gender Equality)**

Context: Rural communities in Nampula have limited access to health facilities, with maternal mortality rates well above the national average. Many women deliver at home without skilled attendance.

Intervention: ASCOM trained 40 community health workers (CHWs) to provide antenatal care, safe delivery support, and postnatal care in 20 remote villages.

**Data Collection Approach:**

- Pregnancy tracking register
- Birth attendance records
- Referral documentation
- Monthly aggregate reports to district health office
- Quarterly community health surveys

**Results After 2 Years:**

680

pregnant women registered and monitored (**SDG 3.1 indicator**)



92%

received at least 4 antenatal care visits (**SDG 3.1.2**)



78%

delivered with skilled attendance (up from 23%)



0

maternal deaths in program communities (vs. 5 in previous 2 years)



550

women received family planning counselling (**SDG 3.7**)

**Data Impact:**

ASCOM's data was integrated into the provincial health information system. The province used their model to develop a CHW training curriculum now used nationwide.

**Lesson Learned:**

"We kept simple registers—just pen and paper—but reported consistently every month. That consistency made health authorities trust our data and adopt our approach." - Dr. João Macamo, ASCOM Director

CASE STUDY 3: Youth Skills Training - South Africa

**Organisation:**

Khayelitsha Youth Empowerment Project (KYEP)

**Location:**

Khayelitsha Township, Cape Town, South Africa

SDGs Addressed: **SDG 4 (Education), SDG 8 (Decent Work), SDG 10 (Reduced Inequalities)**

Context: Youth unemployment in Khayelitsha exceeds 60%. Many young people leave school without skills or job opportunities, contributing to social challenges.

Intervention: KYEP provides 6-month vocational training in carpentry, plumbing, electrical work, and computer skills, plus job placement support.

**Data Collection Approach:**

- Participant registration with pre-training assessment
- Skills testing at program start, midpoint, and end
- Attendance tracking
- Post-training employment tracking (3, 6, and 12 months)
- Employer feedback forms
- Participant income surveys

**Results After 3 Years:**

340

youth trained (**68% female, deliberately targeted**)



87%

completion rate (**SDG 4.4**)



64%

employed or self-employed within 6 months (**SDG 8.5**)



R3,200

Average income per month for those employed (**SDG 8.5.2**)



28

started own businesses (**SDG 8.3**)

**Data Impact:**

The City of Cape Town used KYEP's employment outcome data to redesign its youth employment program. KYEP now receives municipal funding and has expanded to two additional townships.

**Lesson Learned:**

"Tracking employment outcomes—not just training completion—made the difference. Donors and government want to know: did young people actually get jobs? We could prove they did."

- Thandi Ngwenya, KYEP Coordinator

CASE STUDY 4: Water Access - Zimbabwe



Organisation:
Masvingo Rural Water Trust



Location:
Masvingo Province, Zimbabwe

SDGs Addressed: **SDG 6 (Clean Water), SDG 3 (Health), SDG 4 (Education)**

Context: 42 rural villages relied on unprotected wells and river water, causing frequent waterborne diseases. Women and girls spent 3-4 hours daily fetching water, limiting school attendance.

Intervention: The Trust rehabilitated 18 boreholes and installed 5 new ones, training water point committees for maintenance.



Data Collection Approach:

- Baseline water access survey
- Water quality testing (monthly)
- Water point functionality monitoring
- School attendance records (girls specifically)
- Health clinic data on diarrheal diseases
- Household time-use surveys



Results After 1 Year:



8,400

people gained access to safe water (**SDG 6.1.1**)



20 MIN

Average water collection time reduced from **3.5 hours** to **20 minutes**



23%

Girl school attendance increased 23% (**SDG 4.1**)



68%

Diarrheal disease cases dropped 68% (**SDG 3.3**)



23

women trained as pump mechanics (**SDG 5.5, 6.b**)



Data Impact:

Zimbabwe's Ministry of Local Government cited this project in their SDG 6 reporting. The water point committee model was incorporated into national rural water policy.



Lesson Learned:

"We measured beyond just water—school attendance, health data, women's time. This showed how water access creates ripple effects. That comprehensive data caught the government's attention." - Farai Mpofu, Trust Manager

CASE STUDY 5: Climate Adaptation - Zambia

**Organisation:**

Southern Province Smallholder Farmers' Alliance

**Location:**

Choma and Pemba Districts, Southern Zambia

SDGs Addressed: **SDG 13 (Climate Action)**, **SDG 2 (Food Security)**, **SDG 1 (Poverty)**

Context: Erratic rainfall and increasing droughts devastated traditional maize farming, leaving 2,500 smallholder farmers food insecure and impoverished.

Intervention: The Alliance promoted conservation agriculture, drought-resistant crops (cowpeas, sorghum), and weather-indexed insurance, training farmer groups in climate-smart practices.

**Data Collection Approach:**

- Farmer registration and baseline production data
- Rainfall and planting date records
- Seasonal harvest data by crop type
- Adoption rate monitoring (conservation practices)
- Income and food security surveys (annual)
- Photo documentation of field practices

**Results After 3 Years:**

2,500

farmers trained in climate-smart agriculture (**SDG 13.3.1**)



78%

adopted at least 3 conservation practices (**SDG 13.2**)



35%

Average maize yield **increased 35%** despite below-average rainfall



42%

Dietary diversity scores improved 42% (**SDG 2.1**)



28%

Household income increased average 28% (**SDG 1.4**)



640

farmers accessed weather-indexed insurance

**Data Impact:**

The Alliance's detailed adoption and yield data was featured in Zambia's National Adaptation Plan. The Ministry of Agriculture now promotes their model as a national climate resilience strategy.

**Lesson Learned:**

"Recording rainfall, planting dates, and yields - seemingly simple data-proved that climate-smart practices work even in droughts. Our data helped change national agricultural policy." - Moses Simuunza, Alliance Chairperson

Annex 17: Quick Guide to Writing Winning Proposals



1. Understand the Funding Opportunity

Before writing anything, read the call for proposals carefully.

Check these 5 key points:

1. **Eligibility:** Are community groups allowed to apply?
2. **Location:** Is your district or area covered?
3. **Funding size:** Can your project fit within the budget range?
4. **Priority themes:** Does your idea match the donor's focus (e.g. youth, women, climate, health)?
5. **Deadline & format:** When and how must you submit?



Tip:

Print or highlight the important requirements - missing one item can disqualify your application.



2. Start with a Clear, Real Problem

A strong proposal begins with a clear, evidence-based problem statement.

Ask yourself:

- What is happening in our community?
- Who is affected and how?
- What evidence or stories show the problem is real?



Example:

In Kanyera Village, 60% of women farmers have limited access to improved seeds and extension services, reducing their crop yields and income.



Tip:

Use simple facts from your own records, local leaders, or recent surveys.



3. Define Your Goal and Objectives

Goal = The big change you want to see.

Objectives = The specific, measurable steps to reach it.



Example:

Goal: Improve food security among women farmers in Kanyera.

Objective 1: Train 40 women farmers on modern farming techniques by June 2026.

Objective 2: Support 3 farmer groups to establish demo plots by August 2026.



Tip:

Make objectives SMART — Specific, Measurable, Achievable, Relevant, Time-bound.



4. Plan Your Activities and Timeline

List what you'll do to achieve each objective.

Activity	Timeframe	Responsible Person
Conduct training for 40 women farmers	March 2026	Project Officer
Establish 3 demo plots	May 2026	Lead Farmer
Monitor and evaluate progress	August 2026	M&E Team



Tip:

Link each activity directly to one of your objectives.





5. Prepare a Simple and Realistic Budget

Every cost should connect to an activity. Be honest and transparent.

Item	Quantity	Unit Cost (USD)	Total (USD)
Training materials	40 sets	10	400
Trainer fees	3 days	100	300
Seeds and tools for demo plots	3 plots	150	450



Example:

Total Budget: \$1,150



Tip:

Include only necessary costs. Avoid inflated prices.



6. Show How You'll Measure Success

Donors want to see how you'll **track results**.

Objective	Indicator	Data Source	Frequency
Train 40 women farmers	# of farmers trained	Attendance sheets	Monthly
Establish 3 demo plots	# of demo plots operational	Field visit report	Quarterly



Tip:

Keep your indicators few, simple, and easy to measure.





7. Plan for Sustainability

Explain how results will continue after funding ends:

- Local ownership (train community trainers)
- Use of existing structures (e.g., village committees)
- Partnerships with local government or private sector
- Small community contributions (e.g., savings groups)



Example:

Farmers will continue demo plots using their own savings group contributions and support from the agriculture office.



8. Strengthen Your Application Package

Before submitting, make sure to include:

- Completed proposal in the required format
- Budget (in the donor's template if provided)
- Organization profile or registration certificate
- Letters of support or recommendation (if available)



Tip:

Save copies of all submitted files and correspondence.

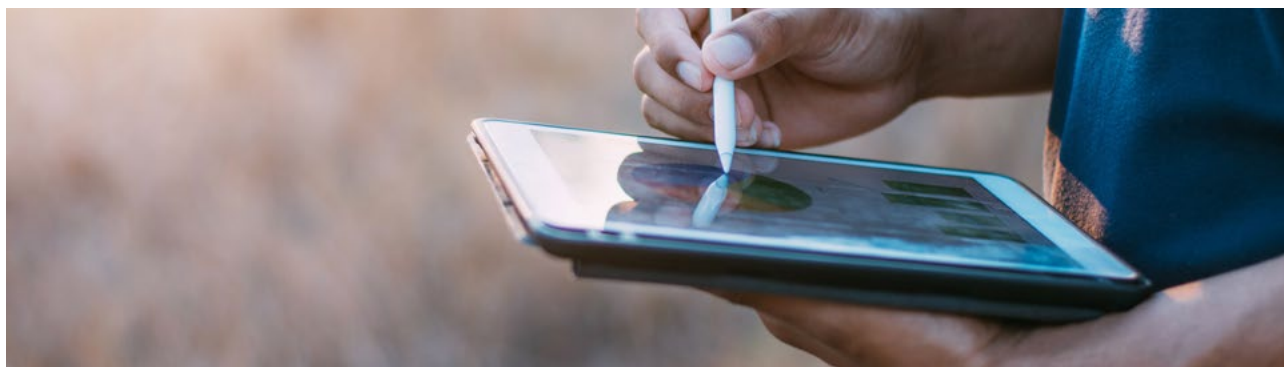


9. After Submission

Confirm your application was received.

Be patient during the review period.

If unsuccessful, politely ask for feedback - it will strengthen your next proposal.





10. Final Golden Tips

- ✓ Keep your proposal **clear, short, and focused**
- ✓ Use **real examples** from your community
- ✓ Emphasize **impact, accountability, and inclusion**
- ✓ Always **follow donor instructions exactly**
- ✓ Be honest - *donors value transparency more than perfection.*

Annex: Mini Tools You Can Include

1. Proposal Summary Template (1-page)
2. Simple Budget Table
3. Monitoring & Evaluation Plan
4. Letter of Support Template
5. Checklist Before Submission



Annex 18: Developing a Grant Budget: A Step-by-Step Guide



1. Understand the Purpose of a Grant Budget

A grant budget is a detailed financial plan showing how you will use the funds requested from a donor. It:

- Demonstrates how much the project will cost.
- Shows that the organization can manage funds responsibly.
- Links spending to specific project activities and results.



2. Key Components of a Grant Budget

Budget Category	Description	Examples
Personnel Costs	Salaries or stipends for people directly implementing the project	Project Coordinator, Trainers, Field Officers
Fringe Benefits	Additional costs related to staff (if applicable)	Health insurance, social security
Travel & Transport	Travel related to project implementation	Field visits, community mobilization, transport reimbursements
Training & Workshops	Capacity-building or community sessions	Venue hire, materials, refreshments
Supplies & Materials	Consumable items used during project activities	Stationery, visibility materials, manuals
Equipment	Durable assets needed for the project	Laptops, cameras, bicycles
Communication	Project-related communication expenses	Internet, phone, printing
Monitoring & Evaluation (M&E)	Costs to track and assess progress	Surveys, data collection, reporting tools
Administrative/Indirect Costs	Office overhead or shared expenses	Office rent, utilities, admin support
Contingency	Buffer for unexpected small costs (usually 5–10%)	Currency fluctuations, unplanned logistics



3. Linking the Budget to Activities

Each budget item should align with an **activity** in your project plan. Create a simple **activity-based costing table**:

Activity	Inputs/Resources Needed	Estimated Cost (USD)
Conduct community awareness workshops	Venue, refreshments, facilitator, materials	1,200
Train youth peer educators	Trainer fees, materials, travel	2,000
Monitor field implementation	Transport, M&E tools	800



4. Budget Format

Most donors prefer a **two-part budget**:

- **Budget Summary Table** (overview of totals per category)
- **Detailed Budget Breakdown** (itemized list with justifications)

Example Summary Table:

Category	Amount (USD)
Personnel	8,000
Training & Workshops	3,000
Equipment	1,500
M&E	1,000
Administration (10%)	1,350
Total	14,850



5. Provide Budget Notes or Justifications

Explain how you arrived at each figure:

- Example: "Trainer fee: USD 100/day × 5 days × 2 trainers = USD 1,000."
- Example: "Printing of 200 brochures @ USD 0.50 = USD 100."

This increases transparency and credibility.



6. Include Cost-Sharing (If Applicable)

If your organization or community contributes (in-kind or financial), show it:

- Volunteer time
- Venue provided free of charge
- Local government support

This demonstrates ownership and sustainability.



7. Tips for a Strong Budget

- ✓ Align budget with **proposal activities and objectives**
- ✓ Use **realistic and locally appropriate costs**
- ✓ Keep **documentation/quotes** for major items
- ✓ Round figures for simplicity
- ✓ Avoid unexplained or inflated costs



8. Common Mistakes to Avoid

- ❌ Forgetting indirect costs
- ❌ Underestimating costs (leads to implementation problems)
- ❌ Not linking costs to activities
- ❌ Omitting in-kind contributions
- ❌ Ignoring donor rules on eligible expenses



9. Optional Template – Simple Grant Budget Format (Example)

Budget Line Item	Unit	Unit Cost (USD)	Quantity	Total (USD)	Budget Notes/ Justification
Project Coordinator	Month	400	6	2,400	6 months of part-time coordination
Training workshop	Event	600	3	1,800	Includes venue, trainer, refreshments
Field transport	Trip	50	10	500	Monitoring visits to 10 communities
Printing & materials	Lot	200	1	200	Training handouts and visibility banners
M&E tools	Package	300	1	300	Data collection forms and analysis
Admin costs (10%)				520	Overhead contribution
Total Budget				5,720	



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