

Unit ID: 700

Domain CIVIL SOCIETY: GENERAL MANAGEMENT

**Title: Manage the development project cycle for
a civil society organisation**

Level: 6

Credits:8

Purpose

This unit standard specifies the competencies required to manage the development project cycle for a civil society organisation. It includes procedures for analysing problems that may require intervention, setting goals and objectives, deciding on a solution, monitoring activities and conducting a final review and evaluation. This unit standard is intended for people who manage or wish to manage development projects in civil society and who do not have any specialised financial management knowledge.

Special Notes

1. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which the management of development projects takes place.
2. The unit standard could be assessed at the same time as Unit ID 694 *"Prepare and manage a project budget"*.
3. Glossary of terms:
 - *'log frame'* is an abbreviation of 'logical framework' and is a format for planning and monitoring a project by using objective criteria for measurement and performance.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na.

Elements and Performance Criteria

Element 1: Analyse problems that may require intervention.

Range

Methods of collecting information include but are not limited to information from existing or previous projects, feasibility studies, annual reports and use of the internet.

Performance Criteria

- 1.1 The problem is analysed and described in terms of the type of development project it forms and possible approaches to its solution.
- 1.2 Information about the project is collected using methods appropriate to the problem.

Element 2: Set goals and objectives.

Performance Criteria

- 2.1 Project goal(s) is (are) listed in terms of the pursuing achievement of the desired situation.
- 2.2 Objectives are listed in terms of a comprehensive plan for goal achievement.
- 2.3 Resources are listed and described in terms of money, materials and personnel.

Element 3: Decide on a solution.

Performance Criteria

- 3.1 The log frame is written and comprises all elements necessary to put the intervention into operation and to ensure the quality of its management.
- 3.2 The budget is set in terms of income, expenditure and timeframes.
- 3.3 A project proposal is written which will guide project planning.
- 3.4 The project proposal is assessed in terms of target indicators.

Element 4: Monitor activities.

Performance Criteria

- 4.1 Activities and results are recorded in accordance with the log frame.
- 4.2 Expenditure is recorded in line with the budget, and financial reports made and analysed in terms of affording flexibility within the limits set by the overall budget and prudent management.

- 4.3 Interim project reports are written which inform the management process and which assist in compilation of the final report.
- 4.4 Corrective action is taken as necessitated by the interpretation of monitoring information.

Element 5: Conduct final review and evaluation.

Performance Criteria

Range

Reporting requirements include but are not limited to those dictated by the board, donors and beneficiaries.

- 5.1 Results are compared with log frame.
- 5.2 A narrative report is prepared in terms of activities implemented, outputs achieved and impacts made.
- 5.3 An evaluation report is prepared which looks at the whole project cycle.
- 5.4 The reports are issued in accordance with project requirements.

Registration Data

Subfield:	Civil Society Management
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