

SPONSORSHIP GUIDELINES

IN CFCD CONTEXT

2014

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CHILD SPONSORSHIP IN CFCD CONTEXT

“THE POWER OF ONE”

CHILD SPONSORSHIP IN CFCD CONTEXT 1. **Child selection criteria:**

“THE POWER OF ONE” Sponsorship basically anchors around the concept of 'power of one'. Hence the sponsorship officer need to have multi skills with human face, commitment to child rights, clarity on how the power of one sponsor and the ambassador child can really break the poverty cycle, reduce vulnerability, social accountability and to sustain the change in community context and Rights perspective.

RCPDS is currently having 400 ambassador children who act as the real change agents to benefit 1781 dalit and backward community children from 12 villages of Virudunagar District under a CFCD project called “Marumalarchi” with Id No. 21683. The Key element of the project as well the important mandate for the sponsorship officer is to recognize children as Right Holders and all the adults in the project are duty bearers. To this extent the Sponsorship officer has to sign a child protection undertaking – on joining the position with RCPDS. Below are the different procedural guidelines we follow in Marumalarchi to administer sponsorship.

Evolving criteria for selection of sponsorship jointly with community participation is highly important. Failing to do this will lead to many complications, biased opinion and wrong choices with vested interest, etc. Facilitating this participatory process is the primary responsibility of the community organizer concerned for the village/panchayat jointly with the Sponsorship Officer. This duo will initiate discussion with key informant panel (KIP) consisting of village traditional elders, panchayat leaders, SHG representatives, women headed household representative and

few higher secondary/college going children to evolve basic criteria/factors to be considered in identifying children for sponsorship.

The outcome from such KIP meetings will be later pooled across all the target villages to sum up and consolidate the basic criteria in two sections. (i.e) section A. Non negotiable and section B - Thematic social focus section. In the selection process, of the section B variables/criteria any one or two can be added to the first section of non negotiable. The following is the list of such selection criteria developed for Marumalarchi CFCD Project – 21683 using the above process.

A. Non negotiable:

- a. Child should be between the age of 3 + to 13 years
- b. Family should be a native of that particular panchayat

B. Thematic focus

- a. Child from women headed household/or single parent child
- b. Child with disability
- c. Child with serious illness and require medical support
- d. Child from a family which already has a child working as child labour
- e. Child from Dalit family
- f. Child from a family that has an annual income of less than Rs.24000/-
- g. Priority for girl children
- h. First generation child in school

2. Child selection and community participation

- a. The above criteria is typed in local language and circulated across the proposed villages.
- b. A small team formed with special assignment to identify children who fulfill both the sections of the criteria jointly with the sponsorship officer and community organizer concerned.
- c. Later this list is shared with the KIP for their consent.
- d. Once the list is reached there will be a village general meeting called for by the KIP members under the chairman ship of the Panchayat president to explain the sponsorship functional processes, earlier processes observed to prepare the list of children for sponsorship and seeking co-operation from the parents of identified children in preparing the ID sheets, taking photographs, etc.

3. ID forms preparation

- a. First step in preparing child assignment ID form is to get acceptance and undertaking from the parent/guardian of the particular child confirming that the child is included in the sponsorship with their consent, we take pictures of the child and share with KNH and other official requirements, etc.(the consent form is in annex:)
- b. The data requirement in the official KNH form is translated into local language (Tamil) and a team of local educated youth as volunteer under the leadership of sponsorship officer is sent to meet with selected children and their family members for data collection.

- c. The sponsorship officer is responsible to take picture of the child for ID sheet in the specified size and with background.
- d. Once the Tamil version is prepared, sponsorship officer will do the final English version of the ID sheets with few assistants. Key items to be checked in the ID sheets include, sex of the child, spelling in the name of the child, father , mother and other siblings, village name, etc. With reference to the picture make sure that the child do not wear any black beauty spots on the face, rope around the neck, proper dressing, etc. If the girl child is closely hair cut then please make sure a ribbon is tie around the hair.
- e. Photo should not be pasted
- f. Child id Number should be in running order starting from the first village (or example project No/001 to project No/400)
- g. Once the ID sheets are finalised in duplicate (two copies – one for KNH and the other for individual child file) carefully wrap the ID sheets (both copies) related to each of the village in a packet safely so that it is not soiled or wrinkled. The concerned community organizer and sponsorship officer will get the letter signed by the child/ parent/ guardian/ office representative.

4. Preparation of child listing

- a. Once all the ID sheets are serialized, numbers fixed for each of the child as mentioned in the previous (3.g) make final checking for child id No. spelling of the child's name, parents names, sex, date of birth, class of study etc. then prepare a consolidated list which will accompany the ID sheets and sent to KNH with cover note.
- b. The second copy of the child ID sheets will be put into the individual child file
- c. The copy of the child listing sent along with KNH ID sheets will be under the custody of sponsor relations officer for periodical follow-up and monitoring.

5. Monitoring the availability of Ambassador children (children get together/medial camps/ Panchayat wise children activities

As part of the ongoing monitoring and ensuring ambassador children availability as part of social and financial accountability it is important the Sponsorship officer meet all ambassador children on a periodical basis. In Marumalarchi (project 21683) context sponsor relations officer will organize children get together once every quarter

at the panchayat level in addition to verify that sponsor children attend periodical health check which takes place twice a year. Relevant records are then included on to the individual child files.

6. CAL preparation and monitoring sheets

Child Annual letters are prepared during April every year. The preparation process include the following:

- a. The sponsorship officer prepare a open ended interactive questionnaire format comprising the basic essential information that is required to be reported to the individual sponsors.
- b. The first section of the format will contain child identity and demographic data of the child and his/her family.
- c. This section is already filled in office by verifying across the individual files in the sponsorship desk
- d. Then the forms are taken personally to individual children and their family members for narrative message of the child and about the family on the benefits received during the year, status of the child in education, health and social contacts, changes in the family status, any special events or any other relevant information in tamil through a dialogue and semi structured interview process.
- e. Later at the office desk these Tamil version forms are compared with the ID sheet or previous years report for data proofing.
- f. Once this is completed the content is translated into English in the KNH official CAL template (Acrobat format)
- g. As next stage, planned photo session will be done with the help of a professional photographer who helps us on regular basis
- h. A systematic tracking mechanism to identify each of the children with photo record is established. (annexure)
- i. Then CAL will be printed and linked with the printed photograph.
- j. Then the sheets will be taken personally to the individual child to make final check on the photo and content before taking signature of the child.

7. Child leaving procedures

When a child is absent for the children get together/sports or health checkup events, which is designed to ensure that the ambassador child is still in the project accessibility, then the concerned community organizer jointly with the sponsor relations officer will visit the family and track the whereabouts and reason for child not participating in the earlier events. On getting clear information whether the child's absence is temporal for valid reason or the family



itself moves out of village for varied reason or the absence is going to be long term then this information will be discussed with the self help group and child protection committee in the village concerned before preparing the child leaving form. As part of the preparation of the form, the sponsor relations officer need to ensure from the parents/guardian that the child will continue schooling in the new place, the access to basic rights situation, etc., to be reported to the sponsor, if need be. Finally a thank you letter needs to be collected from the child/parent/guardian to be sent to sponsor through KNH.

8. Replacements/substitutions

Once the process of “child leaving form” is sent to KNH by the sponsor relation officer through the Project Officer, the next level action is to discuss with the CRPC members and KIP of the village concerned to look for a replacement ambassador child following the child selection criteria. The ID sheets will be prepared and kept ready for KNH to inform RCPDS to send replacement. Once this intimation is received from KNH, the sponsor relations officer will process the new child's id sheets give the next running number as ID and send the same to KNH.

9. Tracking of direct child benefits

There is a clear tracking mechanism for each of the ambassador children is maintained by the sponsor relations officer as part of the quarterly report format consolidated from various community organizers presentations. This will include child getting any direct assistance for education, health, clothing, etc., the family members playing active role in the SHG or interest groups, participate in child rights protection advocacy work, capacity building events, economic assistance through the SHG, take part in exposure, etc. This information will assist in preparing the child annual reports.

Note : sample tracking format is given in the following pages.

SAMPLE FOR REFERENCE ONLY

RESOURCE CENTRE FOR PARTICIPATORY DEVELOPMENT STUDIES													
MARUMALARCHI - CFCD PROJECT													
CHILD ID SHEET TRACKING FORMAT											As on xx/xx/xxxx		
Sl. No.	Village	child ID	Childs' Name	Father /Mother Name	Sex	Tamil version preped	Translated	Verified	Grammer & content confirmed	soft copy prepared	Signature of the child recd	photo taken as of 04-04-16	sent on
1	Gundukulam	21683/001	Arul Pandi	Murugan	Male	OK	OK	OK	OK			OK	

Status as of xx-xx-xxxx										
GUNDUKULAM	31	31	31	31	0	0	31	0	0	0
ILUPAIKULAM	47	44	0	0	0	0	0	0	0	0
KAMBALI	44	44	44	44	44	0	0	0	0	0
KARAIKULAM	40	40	0	0	0	0	0	0	0	0
KELIDAIYANKULAM	15	15	15	15	0	0	0	0	0	0
MAYLE	21	21	21	21	0	0	0	0	0	0
MITHILAIKULAM	38	38	38	38	0	0	0	0	0	0
PULIANKULAM	57	54	0	0	0	0	0	0	0	0
S.PUDUR	14	14	14	14	0	0	0	0	0	0
THENNUR	57	57	57	0	0	0	0	0	0	0
THULUKANKULAM	10	10	10	10	0	0	0	0	0	0
UVARKULAM	25	23	0	0	0	0	0	0	0	0
TOTAL	399	391	230	173	75	0	0	298	101	

RESOURCE CENTRE FOR PARTICIPATORY DEVELOPMENT STUDIES							
MARUMALARCHI - CFCD PROJECT							
CHILD CAL PHOTOS TRACKING FORMAT 2016							
Sl. No.	Village	child ID	Childs' Name	Father /Mother Name	Sex	Photo Frame No	NOTE
1	Gundukulam	21683/xxx	Arul Pandi	Murugan	Male	IMG 272 / 273	The child in green checked shirt
2	Gundukulam	21683/xx1	Buvanesh	Pirapandi	Male	IMG245	The child who on the left with eye glass
3	Gundukulam	21683/xx2	Dhaniyalakshmi	Saravanan	Female	IMG 281	The child dancing in the middle with blue ribbon