



# Inspirator Induction

People4Change

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# People4change

## Inspirator Induction



The People for Change (People4Change) approach evolves from decades of active engagement in the field of development cooperation and builds on solid experience, lessons learnt and integrating reflections on the challenges created by an increasingly globalized world.

The People4Change approach relies on the facilitation of face to face professional encounters; where people of different nationalities engaged in fighting poverty share specialised skills, encourage shared-learning, build alliances and promote solidarity as means to fight poverty.

Within ActionAid International (AAI), linking people across borders, be they ActionAid (AA) staff, local partners, people in Local Rights Programmes (LRPs); has brought a range of perspectives to anti-poverty work. It has exposed change-makers to different and additional methods and experiences that have inspired them to do things differently.

### **Who is a People4Change Inspirator? The Generic Inspirator Profile – “The Development Practitioner”**

The People4Change Inspirator is a cross-national volunteer with adequate knowledge and experience from either voluntary or professional work, with the aptitude to inspire and catalyse the work of the local partners. Inspirators must possess considerable practical hands on experiences from similar development work.

The Inspirator positions, therefore, are for highly motivated, dedicated and skilled women and men, with a strong voluntary spirit and practitioner exposure. An Inspirator has to be capable of sharing their unique practical experiences in development work. Inspirators have a placement duration ranging from 3 to 9 months.

### **In-country Induction for Inspirators**

The aim of this People4Change induction course is to give the Inspirator an understanding of:

- The programme of the host ActionAid Country office, the work and the annual work plans of the Partner(s) the Inspirator will be working with;
- The capacity gaps in the partner organisations and the expected roles of the People4Change Inspirator, Partner, and specific ActionAid staff during the implementation of the Inspirator Terms of Reference;
- The Inspirator People4Change Monitoring and Evaluation (M&E) requirements and tools;
- The Inspirator Terms and Condition of service in AA country programme.
- The Administration and Human Resource (HR) procedures to follow during placements

This People4Change induction will include a session that will provide a common understanding between the Inspirator, Partner, and ActionAid programme staff on the operationalisation of the Inspirator Terms of Reference and will provide an opportunity to develop an initial work plan for the Inspirator.

The sessions covered in this Inspirator in-country induction course complement and should be viewed as a more pragmatic continuation of the People4Change e-learning Induction Course. The Inspirator is, therefore, expected to have completed the e-learning course before embarking on the in-country face-to-face Inspirator induction process.

This People4Change Inspirator in-country induction process covers about 33 contact hours. This period, however, excludes the time the Inspirator spends on preparation for the four modules. It is envisaged that the Inspirator may require up to 20 additional hours in preparation time.

# Module 1

## People4Change Inspirator In-country Induction Course

### PEOPLE4CHANGE INSPIRATOR IN-COUNTRY INDUCTION COURSE OUTLINE

Module	Learning objective	Necessary information	Methodology
<b>Module 1:</b> ActionAid Country Programme and Partner Organisation	<b>Session A:</b> In-depth knowledge of the AA Country Programme	<ul style="list-style-type: none"> <li>• AA Country Strategy Paper (CSP)</li> <li>• AA Country Programme organisational structure (incl. National Board, Management, Staff Categories, Partnerships)</li> <li>• ActionAid Campaign Vision <i>Delivering Transformative Change</i></li> <li>• Other relevant country programme related documents</li> </ul>	<b>Illustrative presentations:</b> <ul style="list-style-type: none"> <li>• Presentation of AA country programme historical timeline (focusing on priorities, strategies, challenges and interventions)</li> <li>• Presentation of Organogram of the AA Country Programme</li> <li>• Q&amp;A</li> </ul>
	<b>Session B:</b> Demonstrate appreciation of the host partner organisation set-up ,	<ul style="list-style-type: none"> <li>• Constitution document and Partnership Agreement / MoU of Partner Organisation</li> <li>• Partner organisation structure (incl. membership and/or constituents)</li> <li>• Information on functional networks, coalitions, people's organisations and movements</li> </ul>	<b>Draw, display and discuss:</b> <ul style="list-style-type: none"> <li>• Presentation of Partner organisation historical timeline (focusing on priorities, strategies, challenges and interventions)</li> <li>• Presentation of Organogram of Partner Organisation (incl. membership or constituents)</li> <li>• Q&amp;A</li> </ul>

# Module 2

## People4Change Inspirator In-country Induction Course

### PEOPLE4CHANGE INSPIRATOR IN-COUNTRY INDUCTION COURSE OUTLINE

Module	Learning objective	Necessary information	Methodology
<b>Module 2:</b> <b>Roles – Inspirator, Partner, ActionAid Country Programme in People4Change activity implementation</b>	<b>Session A:</b> Appreciation of the partnership focus between the Partner and AA Country Programme  Appreciation of project goals and capacity gaps to be worked on	<ul style="list-style-type: none"> <li>- Partnership Agreement and/ or MoU</li> <li>- Project document and annual work plan</li> <li>- Partner and AA country programme capacity assessment report</li> <li>- Other relevant programme documents / concept papers</li> </ul>	<ul style="list-style-type: none"> <li>- Discussion of emerging issues (with reference to Session Outcomes)</li> <li>- Joint reflection (on partnership priority areas, goal(s), expectations, deliverables – change promises)</li> <li>- Question and Answer (Q&amp;A)</li> </ul>
	<b>Session B:</b> A clear understanding of the Inspirator TORs and Inspirator, Partner, ActionAid Country Programme Staff	<ul style="list-style-type: none"> <li>- Terms of Reference- Inspirator</li> <li>- Job description (JD) - Inspirator</li> <li>- Addendum to the Inspirator TOR Reporting &amp; Work Plan Format</li> <li>- Needs Assessments (Partner and AA country programme capacity needs assessment report)</li> <li>- Inspirator agreement</li> <li>- Counterparts JD</li> </ul>	<b>Pick, Place &amp; Talk Card Game:</b> <ul style="list-style-type: none"> <li>- Clarification of roles, responsibilities and expectations</li> <li>- Map communication and supervision channels</li> </ul>

# Module 3

## People4Change Inspirator In-country Induction Course

### PEOPLE4CHANGE INSPIRATOR IN-COUNTRY INDUCTION COURSE OUTLINE

Module	Learning objective	Necessary information	Methodology
<b>Module 3:</b> People4Change Monitoring and Evaluation	<p><b>Session A:</b> Knowledge about the People4Change M&amp;E Cycle and its implications for Inspirator's work</p> <p>Appreciation of actual calendar and the responsibilities for various players in the People4Change M and E</p>	<ul style="list-style-type: none"> <li>• Overview of AA People4Change formats for planning, monitoring and evaluation cycle (document)</li> <li>• Annex 4-Inspirators: People4Change Guideline to International Programme Support (PME)</li> <li>• People4Change planning, monitoring and evaluation formats for Inspirators (incl. Annexes 1-5 and attendant Appendixes)</li> </ul>	<ul style="list-style-type: none"> <li>• 1-on-1 discussions with AA country programme focal person and Partner representative(s)</li> <li>• Draw up People4Change M&amp;E roles matrix</li> </ul>
	<p><b>Session B:</b> Confident and able to use the People4Change M&amp;E tools for Inspirators</p>	<p>People4Change M&amp;E formats for planning, monitoring and evaluation:</p> <ul style="list-style-type: none"> <li>• Annex 1: People4Change needs assessment format</li> <li>• Annex 3 Appendix 3.1-Inspirator: Addendum to Inspirator TOR Reporting and Work-plan format</li> <li>• Annex 3 Appendix 3.2-Inspirator: Template for the Inspirator Work-plan</li> <li>• Appendix 4.1-Inspirator: Inspirator Quarterly Progress Report</li> <li>• Appendix 4.2-Inspirator: Inspirator 6 Month Progress and Joint Assessment Report format</li> <li>• Appendix 4.3-Inspirator: People4Change Annual Summary Report format</li> <li>• Annex 5-Inspirator/Advisor Exit Interview</li> </ul>	<ul style="list-style-type: none"> <li>• Co-develop and present updated work plan and reporting formats (working versions)</li> <li>• People4Change M&amp;E delivery calendar</li> </ul>

# Module 4

## People4Change Inspirator In-country Induction Course

**PEOPLE4CHANGE  
INSPIRATOR  
IN-COUNTRY  
INDUCTION  
COURSE  
OUTLINE**

Module	Learning objective	Necessary information	Methodology
<b>Module 4:</b> People4Change Inspirator - Terms and Conditions	<b>Session:</b> Confident and able to handle logistics and administrative issues individually and with minimum support	<ul style="list-style-type: none"><li>• Capacity Development By People Strategy and manual (2.01.01)</li><li>• People4Change National Handbook (Inspirator category)</li><li>• AA HR manual / guidelines (logistics and administration)</li><li>• Dual Job Policy (1.04.08)</li><li>• Work-Life Balance Policy (1.04.09)</li><li>• AA National Staff Security Policy</li></ul>	<b>Face-to-face (F2F) discussions with:</b> <ul style="list-style-type: none"><li>• AA Country Programme focal person</li><li>• AA HR person and/or Administrator</li><li>• Partner organisation representative(s)</li></ul>

# Module 1

## Session A

### Facilitation notes:

## ActionAid Country Programme and Partner Organisations

### In-depth knowledge of the AA Country Programme

**Learning outcome:** Inspirator has more in-depth knowledge of the AA country programme

**Necessary information:**

- AA Country Strategy Paper (CSP)
- AA Country Programme organisational structure (incl. National Board, Management and Staff Categories, Partnerships)
- Other relevant country programme related documents
- ActionAid Campaign Vision – Delivering Transformative Change

**Methodology: Illustrative presentations:**

- Presentation of AA country programme historical timeline (focusing on priorities, strategies, challenges and interventions)
- Presentation of Organogram of the AA Country Programme
- Q&A

**Responsible:** AA country programme focal person / People4Change facilitator and Inspirator

**Time:** 1 ½ hours (excludes AA programme team task preparation)

### People4Change Inspirator(s):

- Make a desk review of the various AA country programme strategy documents;
- Identify key focus areas, priorities, key challenges, interventions and achievements;
- Prepare questions for further clarifications.

### People4Change facilitator:

- Prepare key AA country programme document summaries (esp. CSP);
- Scheduling meetings, arranging workspace;
- Request programme team member(s) for brief presentations of/ on; Political and NGO context, Organogram of the AA country programme and partnerships.

# Module 1

## Session B

### Demonstrate appreciation of the host partner organisation's set-up

**Learning outcome:** Inspirator demonstrates good understanding and appreciation of the partner organisation set-up

**Necessary information:**

- Constitution document and Partnership Agreement / MoU of Partner Organisation
- Programme / Project activities
- Partner organisation structure (incl. membership or constituents)
- Organisational work culture and standard protocols
- Information on functional networks, coalitions, people's organisations and movements

**Methodology: Illustrative presentations:**

- Presentation of Partner organisation historical timeline (focusing on priorities, strategies, challenges and interventions)
- Presentation of Organogram of Partner Organisation (incl. membership or constituents)
- Q&A

**Responsible:** AA country programme focal person / People4Change facilitator, Partner representative / Counterpart and Inspirator

**Time:** 1 ½ hours

### Facilitation notes:

**People4Change Inspirator(s):**

- Make a desk review of the partner organisation strategy document(s);
- Identify partner organisation focus areas, priorities, interventions, key challenges and achievements;
- Develop an Organogram of the Partner organisation (incl. membership and constituents);
- Prepare questions for further clarifications.

**People4Change facilitator and Partner Representative:**

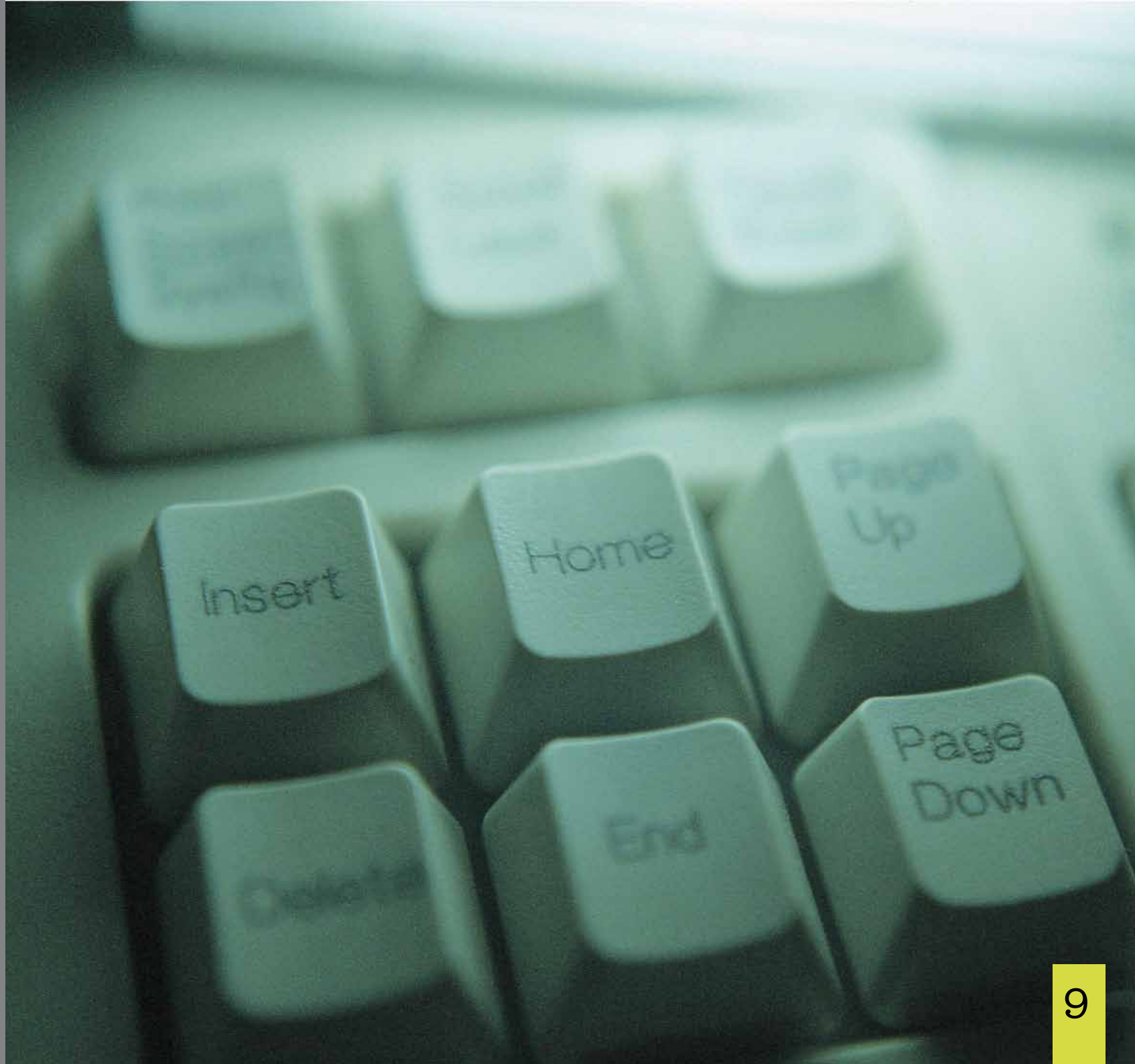
- Prepare key partner strategy document(s) (incl. partnership agreement/MoU);
- Scheduling meeting / appointments, workspace;
- Arrange for partner presentations (by partner organisation representative(s) / counterpart).



**Linkage with  
e-learning  
People4Change  
induction course:**

The e-learning course offers information on the history of AAI broadly (Module 1).

In contrast, this particular session intends to build a better understanding of the AA country programme (i.e. CSP focus areas, organisational priorities, challenges and interventions - and how these have influenced the strategic direction and with what achievements).



# Module 2

## Session A

### Inspirator, Partner, ActionAid Country Programme in People4Change activity implementation

- Appreciation of the partnership focus between the Partner and AA Country Programme
- Appreciation of the partner project goals and capacity gaps to be worked on

**Learning outcome:** Inspirators understands and appreciates the role of the Partner, AA country programme focal person / staff and People4Change facilitator

**Necessary information:**

- Partnership Agreement and/or MoU
- Project document and annual work plan
- Partner and AA country programme capacity assessment report
- Other relevant programme documents / concept papers

**Methodology:**

- Discussion of emerging issues (with reference to Session Outcomes)
- Joint reflection (on partnership priority areas, goal(s), expectations, deliverables – change promises)
- Question and Answer (Q&A)

**Responsible:** AA country programme focal person / People4Change facilitator and Inspirator, Partner representative(s)

**Time:** 1 ½ hours



# Short descriptions of the various People4Change roles:

## **Role of an Inspirator**

The role of an 'Inspirator' basically involves experience and knowledge sharing between partner staff and the Inspirator around planned partner governance activities. The Inspirator does not run a parallel programme, it seeks to strengthen partner interventions planned in the project documents and annual work-plans.

The Inspirator supports the partner effectively plan, execute and review governance activities contributing to planned project and programme objectives/results.

To ensure sustainability of Inspirator interventions period the placement period, an Inspirator works as mentor with a counterpart/mentee who will carry forward the new methods and approaches gained from the inspirator placement after the Inspirator leaves. Thus, the Inspirator is not expected to work alone but to coach, trouble-shoot and demonstrate working with the counterpart (and/or mentorees) identified by the partner organisation. The Inspirator does not take over the day to day management, leadership and operations of the partner organisations or project. On a day to day basis they depend on the guidance from partner head on priorities to be achieved.

The principles underlying a good Inspirator include; mutual respect, inclusiveness, active-listening, initiative, trust-building through confidentiality and creating safety, participation and valuing group process, personal experience and the importance of set goals and positive experience.

## **Role of ActionAid**

AA programme staff support partners to conduct the capacity needs assessment and design relevant and focused Inspirator TOR, prior to Inspirator selection and arrival. The programme staff are responsible for conducting the induction, monitoring and evaluation of the Inspirator and Advisor placements. They are also responsible for providing the necessary programmatic guidance during induction, work-plan development and implementation to both the Inspirator and the Advisor work-plans.

They also supervise the relationship between the partner/ counterpart and the Inspirator to ensure that expectations of both the Inspirator and advisor are met within the planned period based on an agreed work-plan. They respond to Inspirator questions during and prior to placement. AA programme office submits the overall People4Change annual plans, budgets and reports to ActionAid Denmark.

## **Role of AA People4Change Facilitator**

The People4Change Facilitator or HR Facilitator is a staff of the AA Host office. S/he supports partners and programme staff recruit qualified Inspirators based on the Inspirator database. The Facilitator is the contact person for administrative and HR matters before and during placements. They are responsible for planning and coordinating the Inspirator and Advisor inductions and responding to Inspirator welfare concerns during placements.

## **Role of Partners**

Partners identify the priorities for capacity building and design the Inspirator Terms of Reference. They are involved in identifying the Inspirator and Advisor that meets their needs contained in the TOR. They also identify the counterpart to the Inspirator/advisor and provide the necessary induction and support to the advisor for effective accomplishment of assigned work within the planned time. They initiate the Inspirator M and E process and report progress to AA.

## **ActionAid Denmark**

AADK provides overall programme and HR support to AAI offices in the planning, monitoring and evaluation of placements. They ensure quality control and common standards in the planning, recruitment and implementation of placements around the work. AADK manages the Inspirator roster and ensures new Inspirators and Advisors participate in an e-learning induction course ran by the AADK's training center - TCDC based in Arusha, Tanzania.

**Facilitator note:** The responsible parties/moderator should structure this session in a manner which they/he/she deems to deliver optimally on the stated learning outcomes.

# Module 2

## Session B

### **A common understanding of the Inspirator TORs by the Inspirator, Partner, ActionAid Country Programme staff**

#### **Learning outcomes:**

- All parties demonstrate a clear understanding of the TOR and their roles during implementation
- Co-develop initial work plan

#### **Necessary information:**

- Terms of Reference- Inspirator
- Job description - Inspirator
- Addendum to the Inspirator TOR Reporting & Work Plan Format
- Needs Assessments (esp. Partner Organisation)
- Inspirator agreement
- Counterparts job description (JD)

#### **Methodology: Pick, Place & Talk Card Game:**

- Clarification of roles, responsibilities and expectations
- Map communication, reporting and supervision channels

**Responsible:** AA country programme focal person / People4Change facilitator and Inspirator, Partner representative(s)

**Time:** 4-6 hours



# Facilitation notes

## **Inspirator(s) and People4Change facilitator:**

- Organise for a card game; have at least four different colours of VIPP cards (preferably A5 size);
- Each of at least four players receives four cards of same colour for every round of play;
- There are three rounds to the 'Pick, Place & Talk' card game;

**Note:** AA Country Programme focal person and/or People4Change Facilitator should assist Inspirator(s) with practical preparations of the Pick, Place & Talk Card Game; as well as ensure that the discussions sufficiently address key roles and responsibilities of the Inspirator as well as clarify expectations of every party involved.

## **Card game facilitation process:**

### **1<sup>st</sup> Round of the Pick, Place & Talk Card Game:**

#### *Roles and Responsibilities*

- Ask each player to write what in their view is the key role and responsibility of the holders of the following personnel titles; Inspirator, Partner staffs, the AA Focal person / People4Change facilitator, AA country programme staff (each of the four persons above has one particular set of colored cards).
- Note: When writing on the cards, the players should NOT indicate the personnel they are referring to (just write the key role and responsibility)
- Pin-up, stick or place four other cards across the top part of the large piece of newsprint (but also could be placed on the floor with the four personnel titles inscribed boldly with a marker i.e. one personnel title per card)
- Once the players have finished writing on the cards; mix up all the cards and ask the players to take rounds in "picking and placing" the cards under the personnel title where they feel the writing on the card best suits.
- Each player is expected to ("talk") - say why they feel the writing on the card corresponds with the personnel title where he/she has placed the card.

### **2nd Round of the Pick, Place and Talk Card Game:**

#### *Communication Channels*

- Repeat the same procedure as in the 1st Round;
- Players should write what, in their view, are the appropriate communication channels available to each of the four personnel titles; so as to facilitate smooth flow of information especially in the workplace (i.e. open and transparent information sharing)
- Do the mixing of the cards and ask players to "pick", "place" and "talk".

### **3rd Round of the Pick, Place and Talk Card Game:**

#### *Potential conflict areas, subjects or issues*

- Repeat the same procedure as in the 1st Round;
- Players should write what, in their view, are potential conflict areas, subjects and/or issues associated with each of the four personnel titles, especially work-related conflict;
- Do the mixing of the cards and ask players to "pick", "place" and "talk".

#### **Facilitation notes:**

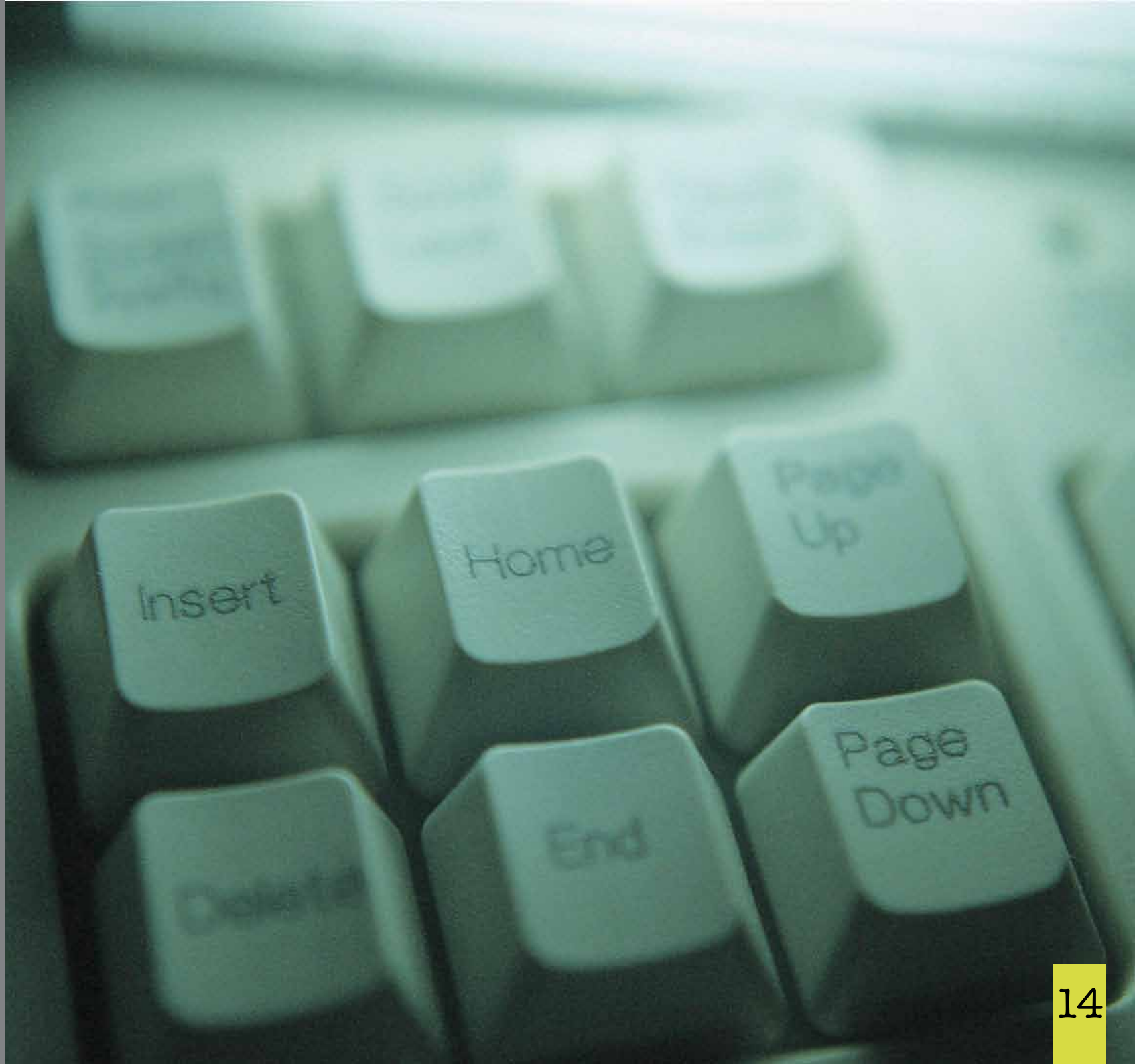
- The players agree on whom among them moderates the discussions while another captures the key points from the deliberations.
- By the time the players go through the three rounds, it is expected that the ensuing debate and/or discussions, would help in clarifying roles and responsibilities, in establishing appropriate channels of communication, as well as, harmonizing expectations.
- Furthermore, with reference to the session outcomes, the players engage in more focused discussion around roles and responsibilities as well as clarify expectations.
- At the end, all parties engage in co-developing an initial work plan for the Inspirator.

**Note:** The Inspirator with the support/contribution of the players is expected to draw up an initial work plan.

## Linkage with e-learning course:

Module 2 in the e-learning People4Change induction course provides a comprehensive description of the different roles, experience and skills profile for People4Change Inspirators (and Advisors) as the main capacity development by people instruments.

What is different in this particular Module 2 for the People4Change in-country induction course is the focus on the local context. It provides opportunity for face-to-face interaction and first-hand deliberation on and clarification of the programme, the TOR, roles and responsibilities as well as identifying appropriate communication channels. This should result in harmonized expectations and creating condition for conducive work environment and amicable working relationship.



# Module 3

## Session A

### People4Change Monitoring and Evaluation

- Knowledge about the People4Change M&E Cycle and its implications for the Inspirator's work
- Appreciation of actual calendar and the responsibilities for various players in the People4Change M and E

#### Learning outcome:

- Inspirator and other People4Change players are knowledgeable about the People4Change M&E cycle and are clear about the calendar for delivery on P4C commitments
- Co-develop People4Change M&E roles matrix for the various P4C players

#### Necessary information:

- Overview of AA People4Change formats for planning, monitoring and evaluation cycle (document)
- Annex 4-Inspirators: People4Change Guideline to International Programme Support (PME)
- People4Change planning, monitoring and evaluation formats for Inspirators (incl. Annexes 1-5 and attendant Appendixes)

#### Methodology:

- 1-on-1 discussions with AA country programme focal person and Partner representative(s)
- Draw up People4Change M&E roles matrix

**Responsible:** Inspirator, AA country programme contact person / People4Change facilitator, Partner representative(s)

**Time:** 4 hours

#### Facilitation notes:

##### People4Change Inspirator(s):

- Draw and display the People4Change M&E Cycle with clear indication of Inspirator key inputs (i.e. how do you fit in this cycle and with which instruments?)
- Note and indicate the period/dates pertinent to your placement

##### AA country programme staff focal person and/or People4Change facilitator, Partner representative(s):

- Critique the Inspirators cycle illustration with the view of offering feedback and any addition information on specific reporting requirements

**Note:** Inspirator and AA country focal person and/or People4Change facilitator agree beforehand on meeting to discuss People4Change M&E Cycle requirements and the implications for Inspirator(s), AA country office / focal person, People4Change facilitator and Partner.

# Module 3

## Session B

### Facilitation notes:

### Use of the People4Change M&E tools for Inspirators

**Learning outcome:** Inspirator and partners are confident and are able to use the People4Change M&E tools

**Necessary information:** People4Change M&E formats for planning, monitoring and evaluation

- Annex 1: People4Change needs assessment format
- Annex 3 Appendix 3.1-Inspirator: Addendum to Inspirator TOR Reporting and Work-plan format
- Annex 3 Appendix 3.2-Inspirator: Template for the Inspirator Work-plan
- Appendix 4.1-Inspirator: Inspirator Quarterly Progress Report
- Appendix 4.2-Inspirator: Inspirator 6 Month Progress and Joint Assessment Report format
- Appendix 4.3-Inspirator: People4Change Annual Summary Report format
- Annex 5-Inspirator/Advisor Exit Interview

**Methodology:**

- Co-develop and present updated work plan and reporting formats (working versions)
- People4Change M&E delivery calendar

**Responsible:** Inspirator, AA country programme focal person / People4Change facilitator, Partner representative(s)

**Time:** 6 hours

#### People4Change Inspirator:

- With reference to Module 3 Session A outcomes, the Inspirator develops and/or updates (draft 2) of the M&E working document / tools in close liaison with the AA country programme focal person and partner representative(s)

#### AA country programme focal person and/or People4Change facilitator, Partner representative(s):

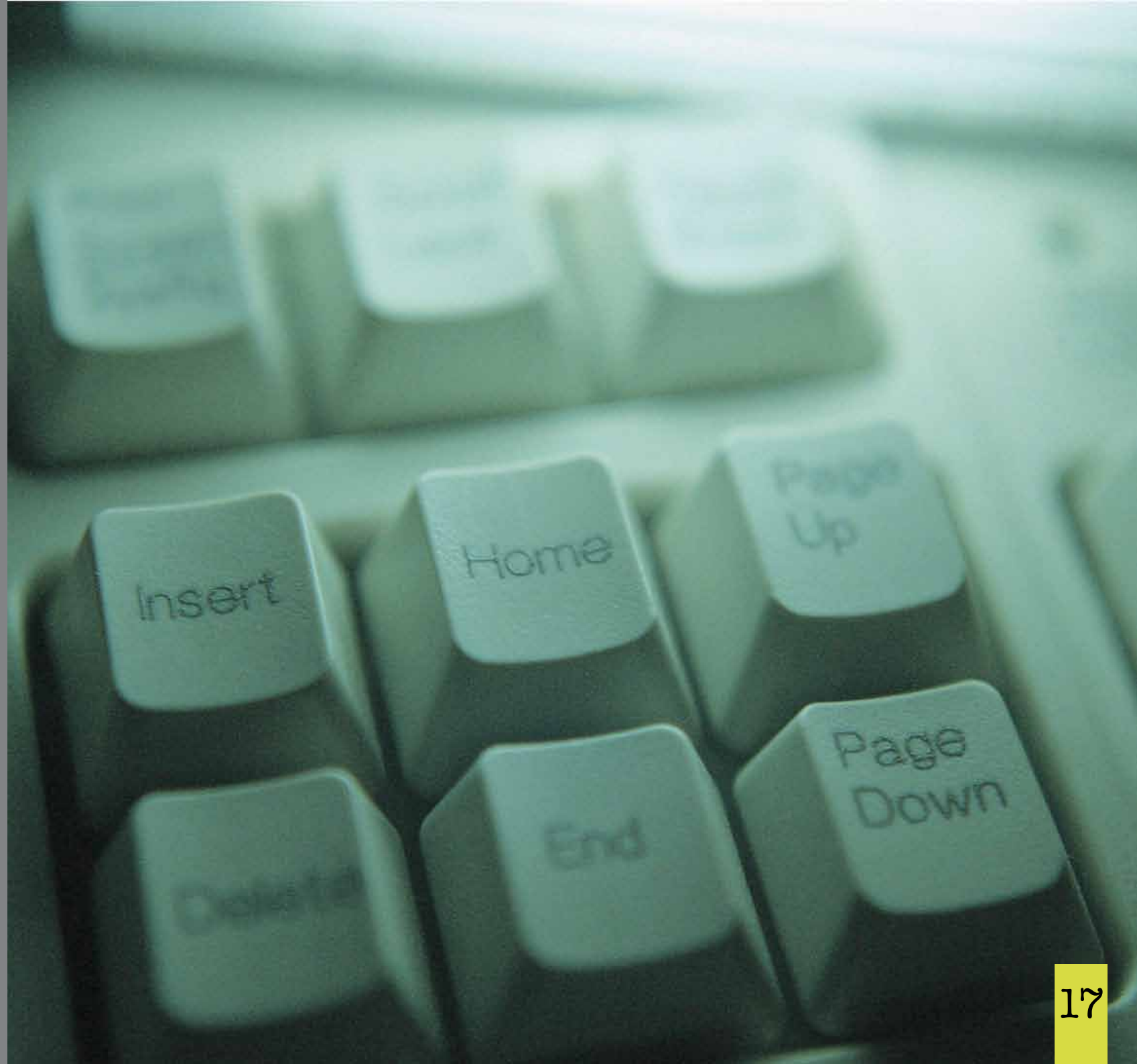
- Scrutinise Inspirator's revised work-plan and updated reporting tools, offer additional information and agree on finalization of delivery calendar.



## **Linkage with e-learning course:**

In the e-learning People4Change induction course, the Inspirator is exposed to AAI's Global Monitoring Framework, the ALPS core elements and People4Change M&E processes and tools.

Module 3 of this in-country People4Change induction course goes further to provide you with an opportunity to work-through People4Change M&E tools with the support of a resource-person (one-on-one), while availing you the benefit of seeking immediate clarifications and obtaining first-hand responses to questions regarding the application and implications of these tools.



# Module 4

## Session

### People4Change Inspirator - Terms and Conditions

Confident and able to handle logistics and administrative issues individually and with minimum support

**Learning outcome:** Inspirators are confident and are able to handle logistics and administrative issues individually with minimum support.

**Necessary information:**

- Capacity Development By People Strategy and manual (2.01.01)
- People4Change National Handbook (Inspirator category)
- AA HR manual / administration and finance guidelines (logistics and administration)
- Dual Job Policy (1.04.08)
- Work-Life Balance Policy (1.04.09)
- AA National Staff Security Policy

**Methodology: Face-to-face (F2F) discussions with:**

- AA HR person and/or Administrator
- AA Country Programme contact person / People4Change facilitator
- Partner organisation representative(s)

**Responsible:** AA Country Programme focal person / People4Change facilitator, AA HR person and/or Administrator, relevant Partner organisation representative(s)

**Time:** 3 hours

### Facilitation process:

**People4Change Inspirator(s):**

- Arrange for and conduct F2F discussions with AA HR person in liaison with the AA Country Programme focal person / People4Change facilitator and designated Partner organisation representative(s);
- Arrange for and conduct F2F discussions with AA Finance in liaison with the AA Country focal person / People4Change Facilitator and designated Partner organisation representative(s) in financial procedures.

**Note:** Inspirator is expected to raise questions and seek clarifications regarding logistics and administrative tasks (assumption is that the Inspirator has prior and carefully read the national People4Change handbook – Inspirator Category and attendant appendices).

**AA country programme focal person / People4Change**

**facilitator should** assist in ensuring that Inspirator(s) is properly briefed (including the AA national staff security policy and procedures); availed with the key logistical and administrative documents, as well as assist with scheduling meetings with relevant resource persons in both the AA country programme and Partner organisation.

## **Linkage with e-learning course:**

In the e-learning People4Change induction course, reference is made severally to the Capacity Development by People strategy which describes the key relationships and People4Change implementation mechanisms.

This Module 4 intends to draw your interest towards the work modalities, terms and conditions in-country-of-service, administration and financial procedures while providing space to discuss operating guidelines and seek clarifications on the various job-related requirements and support.

This People4Change Induction Course has been developed by ActionAid Denmark's Training Centre for Development Cooperation (TCDC) in collaboration with ActionAid Denmark (AADK) People4Change Head Office and the People4Change Africa Regional Coordination Office.