

Effective Literacy Practices

Kindly provide your answers in short essay format and provide as much details as you possibly can. For help on filling in this form, please also consult the cover letter sent with this questionnaire.

1 Basic Information

Title of programme [Click here to enter text.](#)
 Name of organization [Click here to enter text.](#)
 Programme partners [Click here to enter text.](#)
 Country [Click here to enter text.](#)
 Starting date [Click here to enter text.](#)
 Ending date [Click here to enter text.](#)
 Ongoing

Type of Organization

National Government Other National Institution
 International NGO National NGO
 Other, please specify: [Click here to enter text.](#)

Operating in

Region Country
 Province Community
 Other, please specify: [Click here to enter text.](#)

2 Contact Details

Name of contact person [Click here to enter text.](#)
 Job title / position [Click here to enter text.](#)
 Full Address [Click here to enter text.](#)
 Country: [Click here to enter text.](#)
 Telephone, FAX: [Click here to enter text.](#)
 Email: [Click here to enter text.](#)
 Web site: [Click here to enter text.](#)

3 Implementing Organization

Describe the organization, its history, its aims and mandate, its governance structure, and any other relevant information (ca. 3 paragraphs):

[Click here to enter text.](#)

4 Programme Summary

Describe the vision and rationale of the programme: the main goal and the particular issues it seeks to address. Specifically highlight the innovative and new features of the programme (ca. 5 paragraphs):

[Click here to enter text.](#)

5 Thematic Areas (tick those that apply)

- Literacy and Rural Development
- Literacy and Gender
- Family-Literacy and Intergenerational Learning
- Literacy and Human Rights
- Literacy for Health (i.e., Preventive health and HIV/AIDS, nutrition and hygiene)
- Literacy for Economic Self-Sufficiency
- Literacy and ICTs (including radio and TV)
- Literacy in a multilingual context
- From literacy to lifelong learning
- Literacy and sustainable development
- Other, please specify: [Click here to enter text.](#)

6 Programme details

6.1 Specific Objectives

Please give specific objectives of the programme and explain them if necessary (ca. 2 paragraphs):

[Click here to enter text.](#)

6.2 Outreach

Main target group(s)

- Adults (15 +)
- Women & girls
- Minority groups
- Other, please specify: [Click here to enter text.](#)
- Out-of-school youth
- Indigenous peoples
- Learners with special needs

Number of locations where the programme is running: [Click here to enter text.](#)

Average number of participants reached annually: [Click here to enter text.](#)

Number of participants reached by the programme since its inception: [Click here to enter text.](#)

6.3 Programme delivery

Structures and mechanisms

Which courses does the programme offer? Please describe:

[Click here to enter text.](#)

How are the courses organized? Please describe:

[Click here to enter text.](#)

Where do the classes take place? Please describe:

[Click here to enter text.](#)

What is the duration of the courses annually? [Click here to enter text.](#)

What is the duration of the courses in total? [Click here to enter text.](#)

What is the average number of learners per group? [Click here to enter text.](#)

Are there accreditation mechanisms in place? Please describe:

[Click here to enter text.](#)

Teaching-learning methodology

How are the learners' needs determined? Please describe:

[Click here to enter text.](#)

What kind of teaching methodology is applied? Please describe:

[Click here to enter text.](#)

How is the content of the curriculum decided? Please describe:

[Click here to enter text.](#)

What kind of material is being used?

[Click here to enter text.](#)

What are the main topics covered in the learning materials? Please describe:

[Click here to enter text.](#)

How and by whom is the material developed?

[Click here to enter text.](#)

What is the profile of a typical facilitator?

- Volunteer Paid
 Full-time Part time
 Other, please specify: [Click here to enter text.](#)

What is the learners/facilitator ratio? [Click here to enter text.](#)

What is the remuneration of the facilitators? [Click here to enter text.](#)

How are the facilitators trained? [Click here to enter text.](#)

Does the programme provide training of trainers and what are the minimum requirements to become a facilitator? Please describe (ca. 2 paragraphs):

[Click here to enter text.](#)

Language(s) of instruction

- Official language
- Mother tongue
- Other: [Click here to enter text.](#)

6.4 Use of ICT

Are ICTs utilized in teaching or management of the programme/project? If yes explain how:

[Click here to enter text.](#)

6.5 Financing

Choose and provide name(s) of the main funding source(s):

- Government [Click here to enter text.](#)
- Private Sector [Click here to enter text.](#)
- National NGO [Click here to enter text.](#)
- International NGO [Click here to enter text.](#)
- Foreign Donor [Click here to enter text.](#)
- Self-financed
- Other (please specify): [Click here to enter text.](#)

Annual costs of the programme/project (Local currency or USD Click here to enter text.

Annual cost per learner: [Click here to enter text.](#)

List financial contributions from the government, private sector and/or NGOs or other financial partnerships:

[Click here to enter text.](#)

7

Programme results

List and describe the achievements of the programme (ca. 3 paragraphs):

[Click here to enter text.](#)

List the programme's benefits to the participants, facilitators, and the community (ca. 3 paragraphs):

[Click here to enter text.](#)

8 Monitoring and Evaluation

Do you undertake monitoring and evaluation of the programme/project during implementation? If yes, explain how:

[Click here to enter text.](#)

Do you evaluate the outcomes of the programme? If yes, explain how:

[Click here to enter text.](#)

Do you evaluate the impact of the programme? (i.e. on the quality of the learner's life, his/her family and community. If yes, explain how:

[Click here to enter text.](#)

9 Sustainability

Describe how the programme promotes sustainability (ca. 3 paragraphs):

[Click here to enter text.](#)

Is the programme/project being replicated elsewhere or scaled-up? Please describe:

[Click here to enter text.](#)

10 Challenges

What worked well—or didn't work well? (ca. 2 paragraphs):

[Click here to enter text.](#)

What needs to be done over or differently? (ca. 2 paragraphs):

[Click here to enter text.](#)

What surprises did the programme have to deal with? (ca. 2 paragraphs):

[Click here to enter text.](#)

11 Additional information

List any sources from which information regarding the programme/project is available (online resources would be very much appreciated)

Documents, films, audio visual material available about programme:

[Click here to enter text.](#)

Published research studies / reports available about the programme:

[Click here to enter text.](#)

Internal or external evaluations of the programme, reports on impact assessments:

[Click here to enter text.](#)

Teaching and learning material:

[Click here to enter text.](#)

Date of form completion (MM/DD/YYYY): [Click here to enter a date.](#)