

Application format B1 – Pre-appraisal

(Budget up to DKK 65.000)

March 2012

This format is for organisations who want to apply for a pre-appraisal trip with the purpose of analysing local needs for assistance, determine objectives and project strategy, define the target group, and clarify the division of responsibilities between the Danish organisation and its partner in the South. The format has two parts which must be filled out:

1. Cover page with basic information

Applicant, partner(s), synthesis, title, amount applied for, contact information, etc.

2. Application text

This part describes the development project applied for, and presents the reasoning and analysis you and your partner(s) have made to define the objectives, outputs, activities, budget etc., which make up the project.

Instructions

A comprehensive guide explaining the requirements and methodologies of the application format can be found on the DPOD website (www.disability.dk). The guide comprises explanations of the purpose of the different elements and methodologies in the application form. Furthermore, DPOD offers different types of counselling and technical support in relation to the formulation of an application.

The final application including all annexes must be submitted electronically (Word or PDF format) to: abj@handicap.dk, the Administrative Officer of the Development Department.

1. Cover Page

Application Format B1 – Pre-appraisal

Project title:	Planning workshop for building a strong movement of people with physical and cognitive disability in Uganda
Applicant organisation and contact person: <i>(Full name and abbreviation)</i>	Dansk Handicap Forbund (DHF): Sven Gårn Hansen DHF is lead organization for the application. The pre-appraisal will be carried out in cooperation with the Danish Brain Injury Association (DBIA) and the Danish Sports Organisation of the Disabled (DSOD). Contact persons are: DBIA: Frede Schultz, DSOS: Ole Ansbjerg
Partner organisation(s) and contact persons(s): <i>(Full name and abbreviation)</i>	Uganda National Action on Physical disability (UNAPD): William Kiyingi. Brain Injury Support Organization of Uganda (BISOU): Basoita Godfrey Spinal Injuries Association (SIA): Angela Balaba
Country(ies) and GNI: <i>(Use the World Bank values)</i>	Uganda. GNI per capita: 510\$ (World Bank, 2011)
Expected implementation: <i>(Month & year)</i>	May, 2013
Amount applied for: <i>(From the DPOD Mini-Programme)</i>	55.531 DKK
Postal address: <i>(Formal contact information)</i>	Blekinge Boulevard 2, 2630 Taastrup
Email address: <i>(Main email for contact person)</i>	sven@dhf-net.dk
Phone number(s): <i>(Both office and mobile numbers)</i>	Office: 39293555 Cell: 24980588
Fax number: <i>(If relevant)</i>	
Website address: <i>(All partner websites, if applicable)</i>	www.danskhandicapforbund.dk www.hjerneskadeforeningen.dk www.unapd.org www.bisou.org
Project or activity synthesis: <i>(Maximum 5 lines describing the activity applied for)</i>	The six partners have been discussing a joint development project since June 2012. We have reached agreement on a concept paper and have discussed content and strategy for the different components of the project. There is now a need to sit down together and thrash out the details of our joint vision. We are seeking support for a series of meetings over 5 days in Kampala to do so.

DPOD has compiled strategies for countries where more than three member organisations are active. If there is no country strategy, the applying organisation is expected to prepare an adequate context analysis as part of preparing the project. Please check the box that applies to your organization by typing "x":

We have read the DPOD country strategy and the project applied for converges with the overall country strategy of DPOD

We have prepared and attached an adequate context analysis with the application.

2. Application Text

A. Partners

If this application is a continuation of a previous project or you have applied for funds under the Mini-Programme before in collaboration with the same partner organisation please indicate the project names and numbers and delete the following sections if the basic information has not changed: A1 and A2.

A.1. Description of the Danish organisation

A.1.1. Basic information

(Type of organisation, existed since, mission, members, main activities of the organisation)

The information about DHF, DHIF and DBIA has not changed since our recent applications.

A.1.2. Who will be responsible for the implementation and administration of the activity? What is their experience?

(If an external consultant is involved please describe the experience and expected role for this person and enclose the Terms of Reference for the consultant.)

To reduce costs and build on the already existing dialogue created, the workshop will be facilitated internally by Sven Gårn Hansen from DHF. He is an experienced workshop facilitator who has helped design projects in a variety of organizational environments, including small farmers' organizations, children's organizations and OPDs. He is well versed in LFA as well as using other participatory planning techniques such as Appreciative Inquiry, SWOT and Most Significant Changes. His resumé is attached. DHF will administer the activity.

A.2. Description of the Partner organisation

A.2.1. The history of the partner organisation

(Including a short description of main activities and main achievements – max 40 lines)

BISOU was established in November 2010 by a group of Persons with Acquired Brain Injury (PWABI) and Caregivers under the guidance of Basoita Godfrey who had been part of the UBIP/UBISP projects carried out by UNAPD in partnership with DBIA. The group was motivated by the need to form a national organisation to bring together all PWABI and caregivers; to create a broader and unified voice so as to influence issues of interest for persons with acquired brain injury. There was also a glaring need for PWABIs to belong to an association. Unlike other individual disability groups, persons with acquired brain injury did not have an association of their own and neither the community nor in the disability movement of Uganda were they recognised as disabled and in need of assistance.

BISOU was officially recognised by government on the 24th Day of November 2011; as an indigenous disability organisation operating as a Non-Governmental Organisation in Uganda, with registration No. 8881.

The vision of BISOU is to have a society cognisant of the needs and rights of persons with acquired brain injury and her mission is to promote the wellbeing of PWABI, create awareness and encourage support.

BISOU has established systems to direct her operations and has a clear organisational and administrative structure (Organogram). Because of these systems, BISOU has a well run secretariat and vibrant membership mobilisation scheme. The Secretariat is run by a 3-member team, which includes the Executive Director, Program Officer and Administrative Officer.

BISOU, in partnership with DBIA, is currently implementing a small Project with support from DPOD (MP 259) which is expected to end in June this year. The project is essentially aimed at supporting the building of BISOU from scratch. The project is moving according to plan and to a great extent it has been achieved already.

SIA is a non partisan disabled peoples' organization which started in April, 2001. It is registered with the Non Governmental Organisation Board under no S.5914/5810. SIA's head office is in Kampala. Mission: To lobby and advocate for improved services and recognition of the rights of people with spinal injuries in Uganda. Vision: Quality and independent life for spinal injured people.

Aims and objectives: a) To advocate for the rights and needs of persons with spinal injuries in Uganda. b) To fight against all forms of discrimination towards persons with spinal injuries in all aspects of life. c) To uplift the standard of living of persons with spinal injuries through empowerment and mainstreaming. d) To create public awareness of the potentials of persons with spinal injuries through sensitization. e) To raise awareness on the causes, affects and means through which spinal injuries can be reduced.

SIA is affiliated to the Eastern and Southern African Spinal Injuries Association. SIA collaborates with the National Union of Disabled Persons of Uganda, National Union of Women with disabilities of Uganda, Uganda National Action on Physical Disabilities, Legal Action for Persons with Disabilities-Uganda, Community Based Rehabilitation Alliance (COMBRA) to mention but a few. SIA collaborates with Arrive Alive Uganda, Injury Control Centre, Ministry of Roads, Works and Transport, Ministry of Health and Ministry of Gender.

UNAPD is a non-governmental organization formed in 1998 to create a common voice in advocating for the rights, better service provision, and independent living among Persons with Physical Disabilities (PWPDS) in Uganda. It is registered with the Non Governmental Organization Board under no S. 5914/8278.

UNAPD is inspired by a Vision of 'A society where people with physical disabilities are accorded rights enjoyed by all citizens'. UNAPD sees its mission as being 'a leading action-oriented Disabled People's Organizations (DPO) dedicated to the removal of barriers in society, which prevent PWPDS from enjoying their full rights'.

UNAPD is currently implementing the Membership Empowerment Project (MEP) with funds from CISU Denmark and Accessible and Inclusive schools, which aim at building the advocacy capacity of district associations and secretariat to be able to advocate for the rights of PWPDS in an efficient and effective way with a focus on schools and poverty alleviation but also strengthening systems & structures for better management & ownership. Specific activities include:

- Advocacy for accessibility especially in schools
- Mobilization of members to form groups / associations at district and sub-county levels.
- Capacity building of members to advocate for their rights at local levels.
- Raising awareness about physical disability, disability needs and challenges.
- Advocacy for inclusion in poverty alleviation programs.
- Networking and collaboration with other organizations to achieve a common goal.
- Provision of assistive devices
- Promotion of disability Sports as a tool for membership registration.
- Promotion of inclusive and accessible schools.
- Economic empowerment through Skills building.
- Formation of parent support group

A.2.2. Description of governance structure

(Elections, assemblies, boards, local branches, etc.)

BISOU has a secretariat, constituted by 3 technical staff headed by the Executive Director, who are charged with the day to day work of BISOU.

A General Assembly (GA) of members is the top decision making organ of BISOU. According to the constitution, the GA is held bi-annually and is constituted by individual members of BISOU. The GA is constitutionally obliged to elect a board of 10 members at each assembly and the cardinal role of the board is to make policies for the organisation and to guide the day-to-day work of the secretariat. The board is steered by the chairperson who is the chief custodian of the property and powers of the organisation.

BISOU Constitution promotes a democratic system of leadership from the grass roots to the top level where leaders are elected freely by members in a clear democratic manner. Self-Help Groups (SHGs) of members are the smallest units in BISOU. There are 10 SHGs in BISOU today. Constitutionally, SHGs combine to form branches. At present the first three branches are under formation.

A technical committee (Advisory Committee), constituted mainly by medical professionals specialising in acquired brain injury, was identified by the board to guide and advise the board and secretariat staff on technical issues con-

cerning acquired brain injury. This committee shall also be the facilitator linking the members of BISOU to medical service providers and health rehabilitators.

SIA: The Annual General Assembly is the supreme organ of SIA. This elects the executive committee of thirteen members which supervises and monitors activities. Eight are men and five are women. This in return appoints the secretariat which is headed by the Executive Director who oversees the day to day running of the organization.

SIA has five hundred members. Three hundred and fifty are men and one hundred and fifty are women. Some members pay a subscription fee of five thousand Uganda shillings. However during the board meeting in July 2012, it was resolved to start grading them according to economic status, so that some pay more to meet the organization needs like rent and utilities.

SIA has regional branches. The western branch together with the eastern branch was begun in 2007. The northern branch began in 2008. The western branch has 65 members, northern 180 members, central 200 members and eastern 55 members.

The regions have their own executive committees which send lists of their delegates to the AGM.

SIA's staff consist of 4 persons: Executive Director, Project coordinator, Accountant and Accounts Clerk. Due to SIA's financial situation has most staff been working on voluntary basis, but since 2011 SIA has received some funding for salaries from Disability Rights Fund.

UNAPD is an umbrella organization of district associations, groups and individuals with physical disabilities (PWPD). UNAPD has 40 registered member District Associations with over 4000 individual members, five specific groups of physical disabilities; Youth with Physical Disabilities; Women with Physical Disabilities; Persons with Rheumatism; Polio Survivors. These groups form voluntarily as advocacy groups then affiliate with UNAPD for a common voice. UNAPD works through these structures to reach out to the grass root individuals.

UNAPD has a board which is the policy making organ of the organization and a secretariat which is responsible for the day to day implementation and running of the organization. The General Assembly (*constituted by delegates from member district associations, Groups, Founder members and paid up individuals with physical disabilities*) is the supreme governing body responsible for formulating policy and safeguarding the organization's interests.

The Secretariat is comprised of administrative and project staff attached to different projects. Currently, there are 13 staff members all together.

A.2.3. Describe the partner's previous experience with project implementation

BISOU has recently implemented an 18 month small Project supported by DPOD and is set to implement a second five month project from the same source. Implementation has been smooth with minimal challenges to the original project plan. Both the Executive Director, the Programme Officer, and a cross-section of the board have a rich experience in implementing Projects. The Executive Director has for more than five years worked as Programme Officer in-charge of two community projects implemented by DBIA in partnership with UNAPD (UBIP & UBISP). The Programme Officer too (Mr. Mulumba Julius) has more than 4-years experience in implementing community projects with his former employer (the local government).

BISOU has also together with DBIA successfully implemented a pre-appraisal in April 2011. In April 2012, the Executive Director together with three board members made a visit to Denmark purposely to share experience with the DBIA on how best to handle the affairs of an association of people with acquired brain injury. This further enriched the visiting members in the areas of organisation development and effective rehabilitation of PWABIs.

SIA has in the past had different development projects and worked with numerous donors like Motivation Charitable trust UK, Pact Omega Initiatives-Kenya, Abilis Foundation-Finland, Disability Rights Fund, British High Commission - Kampala and other local donors.

Executive Director: Ms. Angela Balaba is a holder of a Bachelors' degree in counseling and an MA in project planning and management. Her experience includes fundraising, management, and strategic planning and implementation of community of both health and rights based projects. Her previous work in the areas of local government legislation and planning process has given her a rich experience in cultivating strategic alliances. She has managed donor funded projects with various funding partners including DPOD, Motivation Charitable Trust UK, Pact Omega Initiatives Inc, British High Commission-Kampala, Bank of Uganda and NUDIPU.

Accountant: Mr. Andrew Yoombe is a holder of Diploma in accounts with over ten years in project/programme work accounting. He is very familiar with donor funded program work accounting with key competences in financial planning, budgeting, monitoring, reporting auditing and procurement and supplies management as well as general office administration and control. He has worked for DPOs for the last 11 years.

Accounts Clerk: Ms. Monica Talidda holds a diploma in accounts, is a very efficient young lady having previously worked with a big insurance company.

UNAPD has during the last ten years (2002-2012) managed nine large projects (300.000 DKK or larger) in cooperation with DHF, DBIA and a private US donor as well as several smaller projects. UNAPD has an experienced program staff.

A.2.4. How is the organisation financed?

(How is it affiliated with other organisations, donors, or political institutions?)

BISOU: Currently the activities of BISOU are financed mainly by the DOB Project funded by DPOD. DOB was developed and currently being implemented in partnership with DBIA. However, other BISOU activities are financed by memberships and annual subscription fees. BISOU also depends on donations from generous individual well-wishers and organisations.

BISOU is not affiliated to any donor organisation or political institution. However contact with Action on Disability and Development (ADD) has been established and a future partnership is envisaged. BISOU is committed to looking for donors to support its activities and to collaborate with any institutions that support the cause of PWABI - within the confines of its constitution. BISOU has cooperates on a limited scale cooperating with some civil society organisations in Uganda; such as Reach out Wives of Soldiers' Association (ROWASA) and Kawempe Division Disabled Community (KDDC).

SIA has been working with a numbers of different organisations and through this received support for different project. The daily running of the organisation is to a high degree based on a staff working on voluntary basis. All the funds SIA has are dedicated to specific projects, ie restricted funds, so SIA has very limited funding for its own running.

For 2009 and 2010 has SIA received 10,000 Euros from Abilis foundation, \$2500 from the National Union of Disabled persons of Uganda NUDIPU, A five acre piece of land valued at \$100,000, 40 Canadian Doctors who volunteer and fly in to perform surgery (this is in kind) valued at \$7000 (air tickets and visas). In 2011 SIA received contributions from, among others, National Wheelchair Committee (30 wheelchairs), Joni and friends (20 wheelchairs), Disability Rights Fund (20,000\$), Dr. Claire Weeks and Dr. Peter Wings (500\$), total value aprox. 81,000\$. In 2012 SIA received support from DH from a DPOD grant (MP 229). This year SIA is supported by the Capacutu Building Project (DPOD grant MP 301). In 2013 SIA also hopes to get from Disability Rights Fund \$20,000, NUWODU \$2500, NUDIPU \$2500, Canadian doctors (in kind) and from Joni and friends (40 wheelchairs in kind).

SIA is affiliated to the Eastern and Southern African Spinal Injuries Association. In Uganda, SIA collaborates with the National Union of Disabled Persons of Uganda, National Union of Women with disabilities of Uganda, Uganda National Action on Physical Disabilities, Legal Action for Persons with Disabilities-Uganda, Community Based Rehabilitation Alliance (COMBRA) to mention but a few. SIA also collaborates with Arrive Alive Uganda, Injury Control Centre, Ministry of Roads, Works and Transport, Ministry of Health and Ministry of Gender.

UNAPD has in 2012, apart from the Membership Empowerment Project (DHF(CISU), received substantial support from American Jewish World service and Disability Rights Fund, as well as from NUDIPU and NUWODU. UNAPD also generate income from membership fees, vehicle hire and other income generating activities.

UNAPD collaborates with more than 20 national and international organizations, including Danish Handicap Forbund (DHF), International Republican Institute (IRI), Disability Rights Fund (DRF), Action on Disability and Development (ADD), FAHU Foundation Denmark, African Decade for Persons with Disabilities, Rehabilitation International, National Union of Disabled Persons of Uganda (NUDIPU), Uganda National NGO Forum, Development Network of Indigenous Voluntary Associations (DENIVA), Federation of Uganda Employers (FUE), National Union of Women with Disabilities of Uganda (NUWODU), Uganda Society for Disabled Children (USDC), Community Based Rehabilitation Alliance (COMBRA), Disability Stakeholders HIV/AIDS Committee (DSHAC), Care Uganda, World Health Organization, Mulago National Referral Hospital, Uganda Human Rights Commission, Water Aid.

A.2.5. How does this project fit the organisation's own strategies?

All three organizations have advocacy, alliances, networking, and organizational development as key elements of their organizational strategies and look forward to developing these elements in the context of a joint venture.

A.3. Experience of collaboration

(Delete this section if your organisation has previously not collaborated with this partner organisation.)

A.3.1. What have you learned from collaborating with your partner organisation?

(Have there been any significant changes in the partnership since your last application?)

The six partners have a varied collaboration history:

2013: All six partners are currently working together on a short term Danish consultancy for training materials on OD, recently approved by DPOD.

2002-2013: UNAPD is a partner with all three Danish groups on the membership Empowerment Project (2010-2013). Before this, UNAPD has worked with DHF since 2003 and with DBIA since 2006 with DBIA.

2012-2013: SIA has worked with DHF since 2012 on two small projects financed by DPOD.

2010-2013: BISOU has worked with DBIA since it was founded in 2010, including a DPOD financed project.

Together, our collaboration has led us to recognize the twofold need to recognize the existing and developing diversity of organization among people with physical and cognitive disability, as each group seeks to confront and obtain recognition for their specific issues, and at the same time: promote unity of action concerning our many common interests.

B. Activity

B.1. The aim of the activity

B.1.1. What are the most important questions/issues that this activity will address?

By the end of May 2013, drafts of the following documents should be proposed, discussed and agreed upon between the six partners:

- Strategy Notes for 5 project components (BISOU, SIA, UNAPD, Joint activities, Sports)
- Logical Framework Matrix
- Activity Plan
- Budget
- Principles of Cooperation
- Implementation Guidelines
- Context Description
- Partner Descriptions
- Stakeholder Map
- Target Group Identification

Still pending will be:

- Target group Description
- Final versions of the above mentioned

B.1.2. What are the success criteria for the pre-appraisal?

That the above mentioned documents represent a well discussed and well understood common consensus for a project proposal.

B.2. Activities

B.2.1. Describe the process which led to this activity.

The idea for this project has been nurtured by the growth of several new Organizations of People with Physical and Cognitive Disability in Uganda in recent years. SIA and BISOU are in the forefront among these, but the organizational landscape now also includes of new organizations of small people, land mine survivors, and others. The growth of new organizations represent the growth of new leadership, new directions and inspiration among PWPCD in Uganda, and raise the challenge of how to harness this new energy in working toward common goals with respect for the uniqueness and autonomy of each group.

The Danish partners were already working together with UNAPD on the membership Empowerment Project (2010-2012, CISU). DHF raised the idea of a future joint project with UNAPD, BISOU and SIA at meetings in June 2012, and with the Danish partners in the UNAPD Membership Empowerment project in the months thereafter, with positive response from all concerned.

The basic idea was a project that would fold in separate organizational development components for each of the three Uganda Partners, as well as a component for joint activities (on advocacy, strengthening the disability move-

ment, and training) and a separate component for sports as a tool for organization building, where the Uganda Paralympic Committee will participate as a high level stakeholder/associate partner (concept note attached).

The Danish partners agreed to put the joint project into their planning and to adjust their respective project pipelines to accommodate a planned start of project date in January 2014. All six partners also agreed to test the potential for cooperation through a proposal to DPOD for a Development Worker for OD, to work with all three Uganda partners.

The idea was formalized around a Concept Note written by DHF in August 2012 and discussed first among the Danish Partners, then presented to the Uganda partners for consideration. The Note was discussed during projects visits by DBIA to BISOU in September 2012 and February 2013, and by DHF and DHIF to UNAPD, SIA and BISOU in January 2013. During the latter visit a common project workshop was held with five partners present (minus DBIA) to develop the idea further.

The partners are now (late Feb 2013) working on the next steps, which are:.

Feb and Mar: Writing of Concept Notes for each organization component (by BISOU; SIA and UNAPD), joint component (by DHF) and sports component (DHIF).

Apr: Partners meet respectively in Uganda and Denmark to discuss and enrich concept notes. Uganda partners also discuss Principles of Cooperation and Implementation Guidelines.

Apr: Uganda Partners produce input on Context and Partner Descriptions.

B.2.2. Which activities will be carried out during the pre-appraisal?

(Please enclose a detailed programme.)

The main activity is a Project workshop in Kampala, Uganda with participation by DHF (1 rep), DHIF (2 rep), DBIA (1 rep), BISOU (3 rep), SIA (3 rep), UNAPD (3 rep), UPC (1 rep). Proposed dates: 13-16 May 2013. Activities:

Date	Activity	Expected prduct
Monday 13 May	"Sister" partners work on Partner Components at respective Offices. URC, Sports Officers and DHIF work on matrix for Sports Component.	1 Sports Component and 3 Partner Component matrices with strategies developed and input budgets sketched out.
Tuesday 14 May	Joint Workshop: Presentation and discussion of Partner components. Presentation and discussion of Sports Component. Identification of common issues/challenges arising from components. SWOT related to the Disability Movement in Society & Stakeholder Mapping to identify advocacy challenges, resources and strategies.	4 Component Matrices amended. List of common interests/challenges/issues. SWOT concerning joint advocacy. Stakeholder map concerning joint advocacy.
Wednesday 15 May	Joint Workshop: Brainstorm on Joint Component Objectives, Solutions and Activities. Prepare Joint Component matrix and budget. Cross cutting issues: Gender and Inclusion Principles of Cooperation Implementation Guidelines	Joint Component Matrix and Strategy. Descriptions of Strategies for Cross Cutting Issues. Draft Principles of Cooperation. Draft Implementation Guidelines.
Thursday 16 May	"Homework" on unresolved issues to be assigned. Facilitator prepares consolidated draft of the documents that have been discussed.	
Friday 17 May	Morning: Prepare for the afternoon Afternoon - Joint Meeting:	Draft Project Document.

	Present work done Outstanding issues Next steps forward Evaluation of the event	Action Plan.
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B.2.3. How will the activities contribute to answering the questions described under B.1.1.?

See above table.

B.2.4. Who will participate in the activity and how will they be involved?

From Denmark DHF and DBIA will send one representative each and DHIF two. Each Uganda partner will send 1 Director or Chief programme Officer, 1 Project or Administrative Officer and 1 Board member.

B.2.5. How will it be ensured that both men, women and young people participate in the activity? How will you ensure that their special interests are taken into consideration?

The activity will include key staff and board from the 3 organizations. Gender and Age will not be specific selection criteria, although some women will surely attend (the ED from SIA is a woman). Gender specific questions will be part of the workshop methodology at each step of the way.

B.2.6. Will project specific staff expense be included in the budget for team members?

(If yes, state for whom and explain why this is necessary for carrying out the activities.)

No.

B.3. Reporting

B.3.1. How will the experiences from this activity be used in the future partnership?

The documents elaborated during the workshop will constitute the basic consensus for the next step of the partnership, a joint project to run from January 2014. The documents will be used as input to the project application to be finished by September 1 2013.

C. List of annexes

C.1. Mandatory annexes

C.1.1. Annex 1: Draft program **(included in B.2.2)**

(Please make sure to describe any potential problems with your draft program)

C.1.2. Annex 2: Detailed budget

(Please use Budget format B1 - Pre-appraisal.)

C.2. Additional annexes

(Please list and describe any additional appendices you find relevant for the application)

C.2.1. Annex 3: Concept note for joint project

C.2.2. Annex 4: CV Sven Gårn Hansen

