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CONNECT to people who care about our city

SUPPORT organizations making HCMC a better place to live



This September, FOCUS on Helping Disadvantaged Children

LIN's Summer For Children goes on!

Introducing Narrow the Gap Fund 2013: Focus on Children

Have you ever seen or heard of someone needing help and wished you had more time, money or expertise to help them?

The Narrow the Gap Fund is a chance for you to join forces with people and companies who care about our city and want to make it a better place.

This summer, we all come together for the children.

What can you do?

DONATE INDIVIDUALLY
(any amount)



DONATE AS A COMPANY



LEARN MORE ABOUT THE FUND





Why focus on children?

Not everyone is benefiting from Vietnam's rapid economic development. Inequality is a real issue. Thousands of families and children are migrating to Ho Chi Minh City, fleeing poverty and looking for better opportunities. But life in the city brings new challenges, and urban unemployment, family break-ups, and crime rates are on the rise. All this leads to an increased number of abandoned, neglected, abused and exploited children as well as youth crimes.



In 2010, the Ministry of Labor, Invalids and Social Affairs (MOLISA) reported that **more than 4.3 million children were living in "special circumstances,"** which is nearly 18 per cent of all Vietnamese boys and girls. It includes **1,353,458 children with disabilities, nearly 300,000 children affected by HIV and AIDS with 5,704 children living with HIV, 126,248 abandoned children and orphans without care of their biological parents, 28,910 children working in hazardous conditions, more than 21,230 street children, 1,805 abused children and 21,500 children living in institutions.** According to the Ministry of Public Security, in 2011 there were **13,600 juveniles in conflict with the law.** Thousands of children are deprived of basic care, working difficult jobs or living on the streets and many go completely unaccounted for in the official monitoring systems. For many of these disadvantaged children the only place where they can receive health care, education, food, shelter, counseling and other support are local not-for-profit organizations.

How does the Narrow the Gap Fund work?



LIN's **Narrow the Gap Fund** supports local not-for-profit organizations (NPOs) tackling the most pressing problems in HCMC. **This summer, 100% of the Fund will go to organizations working with vulnerable children.** The Fund works in a simple way.

STEP 1: We collect donations from any individual or company in HCMC willing to help. We aim to raise **\$15,000** in July and August.

STEP 2: We invite the not-for-profit organizations to submit their project ideas to us. A board of experts selects **5 best project ideas**(July)

STEP 3: You and other city residents vote online to choose **3 best projects** (August)

STEP 4: You and other city residents come together at a **fun event**, meet the organizations running the 3 best projects and **determine how the Fund will be distributed among them.**

After the event, LIN transfers the Fund to the organizations, Then, LIN sends you 6-month and 1-year progress reports on the projects.

What can you do?

Donate as an individual or as a company

Follow the Fund in July and August on [Facebook](#) and on our [blog](#) and **tell** your friends about us!

Vote online to choose 3 best projects (August 17 – 31, details coming soon)

Join the Narrow the Gap Event on 14/09 to meet the people behind the 3 best projects (details coming soon).



LIN Updates



TOOL WORKSHOPS 3 & 4: STRATEGIC, ACTION PLANNING & PROGRAM EVALUATION



Ms. Gail Nordheim, an international consultant and strategic partner to LIN, led two full day workshops based on self-assessment tools for three key management areas: Strategic Planning, Action Planning and Program Evaluation. These workshops are part of an on-going series of workshops from the Capacity Building System for NPOs (CBS), a comprehensive approach to supporting capacity development of local NPOs funded by Irish Aid.

Forty participants from 21 NPOs gathered on 14 June 2013 for a full day workshop based upon the self-assessment tools on "Strategic Planning and Action Planning" for local NPOs. Ms. Gail led the workshop using participatory methods for training and learning. This approach allowed NPOs to grasp what is planning in the context of their organizations and why strategic planning processes are important to the development and sustainability of local NPOs. Ms. Gail connected local NPO examples from volunteer participants

District 8 Shelter, Tinh Than, Mai Am Thien An (MATA), Huynh Tan Phat Scholarship Fund and Not Lang Charity Group to make relevant connections to the participating NPOs. LIN and SDTC staff also attended along with one of SDTC's trainers and local expert in Planning, Dr. Le Dai Tri, who supported the local NPOs in localizing context of planning and helping in small group discussions.

On 21 June 2013, 31 staff from 20 local NPOs, along with staff from LIN and SDTC and Dr. Le Dai Tri participated in the "Action Planning and Program Evaluation" Workshop which continued content from the previous workshop and also introduced the Program Evaluation self-assessment tool. After reviewing content from the previous workshop on Strategic Planning, Ms. Gail introduced Action Planning and explained how to approach it as a road map which will help NPOs to identify as well as detail steps to implement activities more efficiently.

Following the planning content, participants learned the essentials of Program Evaluation for their NPOs through the introduction of the Program Evaluation self-assessment tool as a guide. Ms. Gail continually referenced the tool throughout the workshop while also integrating each new concept with the same example NPOs used in the previous workshop. These same examples were the basis of small group exercises and discussions to help local NPOs see relevance of each component of Program Evaluation. Participants learned simple approaches to Program Evaluation and how to efficiently collect data without getting overwhelmed by data that doesn't answer how to improve your program.

Participants then learned about the comparison of outcomes/impact evaluation and process evaluation. Program Evaluation, particularly evaluating impact or outcomes from activities, is still quite new to many participating NPOs. One participant mentioned NPOs can be reluctant to do program evaluations as they expressed that building the trust of the children through program activities was more important. Ms. Gail shared her knowledge with the participating NPOs and likewise participants were willing to share their own Action Planning/ Program Evaluation challenges amongst the other NPOs. This interactive workshop allowed participants to work together in groups to have a better understanding of how to implement basic planning and evaluation activities to strengthen their organizations.

"During the workshop, I enjoyed learning the concept of program evaluation. We do everything else right but we're not so good at implementing good program evaluations. In fact, the program evaluation can help assess the results of our work, but over the years I have not really considered it. After the evaluation, I know understand the improvements needed to improve our objectives and make us a better NPO. After this workshop, I will implement better program evaluations." - Ms. Vo Thi Hoang Van, Not Lang Charity Group .



EXPERT WORKSHOPS: TRAINING THE TRAINERS (TOT)



As part of the Irish Aid funded project VNPO Capacity Building System, Ms. Gail Nordheim also conducted two Training of Trainers (ToT) workshops on Leading Capacity Building Workshops and One-on-One Consultations. LIN connected with many local area experts or potential trainers with the aim of garnering their volunteer support for the Irish Aid funded project to support local NPOs in key management areas. The aim of these trainings was to introduce key techniques in working with/training/strengthening capacity of local organizations. These participants have agreed to become volunteer experts/trainers to help support local NPOs in the Irish Aid funded project.

On 12 June 2013, 17 local area experts and/or potential trainers

from organizations such as SDTC, SDRC, EFD, DRD, and independent consultants participated in the Leading Capacity Building Workshops training. Ms. Gail demonstrated certain techniques used in effective workshops such as learning about participants' needs at beginning of workshops, how to bring topics to life for participants through certain participatory methods (i.e. role play, demonstrating, using real life examples, small group discussions to work on exercises, sharing experiences, etc.), tips on teaching adults and recognizing how they learn is essential and things to avoid as facilitator.

The participants were quite willing to share their own experiences particularly around how to handle common challenges during a workshop. Many participants gave their own examples of past challenges but also provided some practical solutions in the context of Vietnam. For instance, if a workshop had both the supervisor and staff attending and the staff member wanted to express an opinion but did not want to challenge their supervisor, one effective method would be to allow participants to write down ideas on notepaper and anonymously pass it to the facilitator to be read out loud for discussion.

The following workshop was held on 19 June 2013, with 12 participants attending, to introduce key techniques in conducting one-on-one consultations with local NPOs. This intimate training allowed the participants to dive deeper into how to actually conduct one-on-one advisement or consulting sessions with local NPOs. Ms. Gail used real life examples and scenarios to demonstrate what real challenges local NPOs face. These situations came directly from LIN's program activities in recent months with Irish Aid project participants (i.e. through Meet the Expert sessions, etc.).

The participants learned that the key to any consultation is listening carefully to the needs, challenges and ideas of the local NPOs. In order to fully understand what is going on and how to support these organizations during a "micro-consultation" which could last between 30 minutes to 2 hours, a consultation would need to ask specific questions relevant to the NPOs to get at the necessary information to then work with the NPO to come up with a realistic approach or solution to the challenge. The techniques covered in this training emphasized customized solutions to help the client organization rather than just "one-size-fits all" approach to consulting. As local NPOs have different needs, different programs and are in different stages of organizational life, the most helpful approach is to work along with the NPO rather than just give them a solution oriented to a large organization or international NGO. This is key to helping to establish trust from the NPO.

Participants from these ToT sessions went away with better understanding of the context of local NPOs under the Irish Aid project and how LIN and partners are working towards strengthening these organizations and the sector through connecting with volunteer experts, tools and other means of providing comprehensive support to local NPOs. LIN will continue to call on these local area experts and build the network further during this two year project.



CPI update: Top companies compete for a cause

The LIN Community Partnership Initiative (CPI) kick started on 27 June when participating teams got to know each other during the Meet and Greet Event. Representatives from 8 leading Advertising and Communications agencies and 3 teams of communications professionals were present, along with 11 NPOs supporting vulnerable children in HCMC.



The focus of this event was to introduce the teams to each other for the first time, to result in effective partnerships between companies and NPOs. To help raise awareness for vulnerable children in HCMC, CPI aims to match communication professionals with NPOs, and thus requires a match between companies and NPOs that is beneficiary and effective for both parties. LIN facilitated this matching process by identifying companies' strengths and preferences and NPOs communications needs, and divided them into two groups.

The event started with a brief introduction by a representative from LIN, after which the teams met up and each company talked face-to-face with up to six NPO partners and vice-a-versa. 5 minute time slots were allocated for NPOs and companies to talk with one another, allowing them just enough time to form a first impression of who they may like to have as a partner.

After the speed networking, companies and NPOs had more time to talk to their favorite potential partners before ranking their choice, which LIN then used for matching the companies and NPOs appropriately and according to each teams' wishes as much as possible.

Based on this, LIN announced the following teams who will be working together to create communication tools throughout a period of 6 weeks. The teams will be competing against each other for attractive communication prizes for the NPO and media publicity.

Sajju Ambat from Lowe Vietnam appreciated the concept of CPI and called it a serious partnership between a company and a non profit organization. "I hope that with focus and determination from both parties, we could realize our project," the Strategic Planner of Lowe, one of the top advertising agencies in Vietnam, said. Lowe Vietnam was matched with Smile Group, an NPO focusing on children affected with HIV/AIDS. Thien An Shelter (MATA), an NPO participating in CPI, had high hope for their partnership with Green Hat, a Vietnamese marketing communication agency. "I believe that Green Hat will bridge the gap in MATA's communication activities, which was due to our lack of staff and resources."

Tuong Lai (Future) Project, another NPO who was matched with Daybreak Digital, already aimed for the first prize. "Being matched with a leading company in digital marketing is such a great start. We do hope that we will be the winner of this competition," said Nguyen Quoc Chinh, a member of Tuong Lai project.

In the next six weeks of mentorship (from 1 July to 15 August), companies will mentor the NPOs on communication skills and create a communication tool to raise the awareness about challenges that vulnerable children are facing and how the NPOs are helping them to solve these problems. Alongside these mentorships, the NPOs will participate in workshops, led pro bono by eBrand and Brand Maker, to improve their communication skills. They will also visit HSBC and Ogilvy to learn about how companies incorporate communications into their CSR activities.

Stay up to date on the CPI happenings: <http://www.linvn.org>

No	Company/Team of mentors	Non profit organization
1	BBDO	Social work group in Children Hospital (Happier)
2	Day Break	Future Project
3	EBrand	Freen Future of Children (GFOC)
4	Green Hat	Thien An Shelter (MATA)
5	Green Scarf	Social work group A new day
6	Hand in Hand	Social Professional Integration (SPI)
7	FMC	5 am
8	KERMIT	Thien Tam Huong Vocational Center
9	Lowe Vietnam	Smile Group
10	Mind Caster	Nhan Ai Social work club
11	River Orchid	Cau Han project

Thuan Anh
LIN Communication Intern

Donor's Corner



Trip to LIN Community Center

LIN Community Center was officially opened on March 9 (<https://www.youtube.com/watch?v=I1G7OAX59LA>). Together, let's learn about different rooms at LIN Community Center and the services each room provides ;)

This time we will visit the last and the most crowded Room.

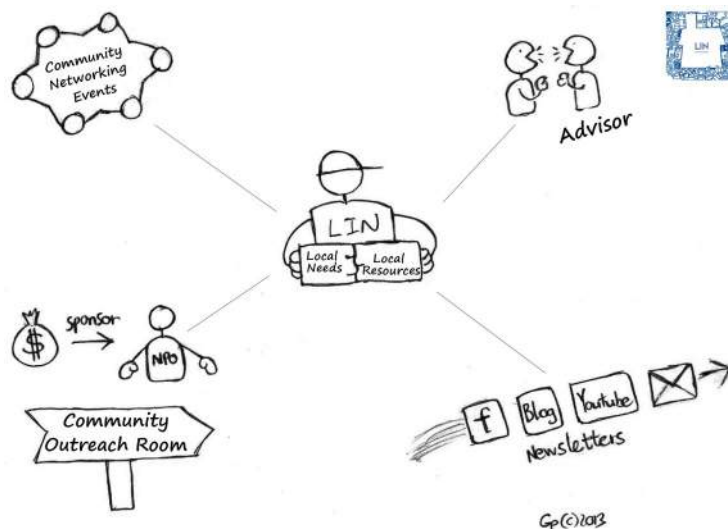
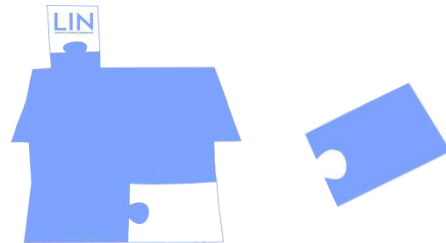
Community Outreach Room.

This is where we send out our newsletters, emails, and FB messages from and hold public events to inform people like you about the social problems of our city and ways for you to help solve them. This is where we match local needs and local resources.

Who is this Room for: Residents of HCMC who are concerned about current socio-economic problems in our city and want to contribute to solving these problems by donating their skills or resources.

Example of a program in this Room: **LIN's Narrow the Gap Fund introduced in this very issue of NhipCau!**

Want to get more information about this room and how you can get engaged? Please go to <https://lincenter.wordpress.com/lins-community-center-2/> and visit Community Outreach Room.



Thank you to everyone who has supported LIN Community Center!

As of July 2013, over \$16,000 was donated to LIN Community Center in Grants, Cash and In-Kind contributions from 10 corporate donors and over 25 individual donors. On behalf of the entire LIN team and over 100 local not-for-profit organizations supported by LIN's programs we would like to thank everyone who believes in our dreams and aspirations. A Big Thank You goes to:

Two very dedicated anonymous LIN Supporters, Anh Thu Truong, Carolyn Sauvage-Mar, Catherine Walter, Charity Cabaret Committee, Christopher James Sall, David Person, George Ehrlich and Le Hoang Khanh Long at Exotissimo, Heart Says Free Move student association at SSIS, Huong Mazur, Huynh Xuan Thao, Kate Anderson and Andrew Currie and OUT-2 Studio, Khau Hong Nguyen, Lam Bao Quang, LIN Board Members, LIN's Board Members Kham Doan and Nguyen Thu Ha at Horizon Capital Advisers, LIN's Board Member Mark Sidel, LIN's Board Member Tran Thi Bao Ngoc at C. Melchers GmbH & Co. Vietnam, Lyon Center, Matt King and Cindy Enriquez at Asian Tigers, Mike Doan and Lynda Oanh Hong, My Nguyen and MM Soft Team, MSD, Next Giving and MobiVi Teams, Lam Quynh Anh and Mayer Brown JSM, Quynh An Nguyen at Noah's Club, Robin Austin, Sarah Jubbs, Thai Thanh Son, Thanh Hang, Tram Do, Tran Thi Thu Phuong, US Consulate General, Velda Marini.

Upcoming Events



Workshop on LIN Narrow The Gap Community Fund 2013 up to VND 150 million

Background

The LIN second grant round will be collaborated with a Fundraising event (with over 300 participants) aiming to support children's issues in Vietnam. In this grant round, LIN is organizing a series of fundraising activities from now to September 2013 to attract the contribution of the community which will be supported best projects in HCMC and surrounding areas such as Binh Duong, Dong Nai, Long An, Cu Chi and Ben Tre.

To have best understanding about the LIN Narrow The Gap Community Fund 2013 and the event, LIN Center for Community Development would like to invite NPO staff to participate the introduction workshop on July 12, 2013.

Objectives

In this workshop, the participants will:

- Understand the Call for Proposal of LIN Narrow The Gap Community Fund 2013;
- Improve effectively the proposal writing skills as well as measurement indicators for your project;
- Exchange and discuss on the LIN fundraising activities to support this Grant round.

Detailed information

Date and time: 09h00 - 11h00 a.m. Friday, 12 July 2013

Venue: LIN Community Center, 180/47 Nguyễn Hữu Cảnh, W.22, D. Bình Thạnh, HCMC.

RSVP: npo@LINvn.org or call us at (8) 3512 0092 (we will save 1 seat for each NPO).

Please see more information about LIN Narrow The Gap Community Fund 2013 at [page 10](#) of this Newsletter.

The banner features the LIN logo (Center for Community Development) and the text "LIN NARROW THE GAP". It includes a blue bird logo, a photo of children in school uniforms, and the text "CONNECT to people who care about our city". Below the photo, it says "SUPPORT organizations making HCMC a better place to live" and "This September, FOCUS on Helping Disadvantaged Children". The Global Fund for Community Foundations logo is also present.



Meet the Experts “NPO Planning”

Wednesday, 25 July 2013

You are cordially invited to a meeting on the **25 July 2013**. The meeting is set as one-on-one consultation on the topic “NPO Planning”. The meeting offers an opportunity for you to:

- Support NPO to overcome challenges on planning.
- Have an opportunity to meet face-to-face with planning experts.

To register, please email to npo@LINvn.org (for NPO partners) and volunteer@LINvn.org (for LIN volunteers) or call us at 84-83-824-6091. We will inform venue and time to RSVPed participants.



Irish Aid
Government of Ireland
Rialtas na hÉireann



LIN
Trung tâm Hỗ trợ Phát triển Cộng đồng

NPO Opportunities



Call for Proposals

LIN Narrow the Gap Community Fund: Children's Issues

For our second grant round of 2013, the LIN Center for Community Development is calling for proposals from local, not-for-profit organizations (NPOs) who are working with, or on behalf of, children in Ho Chi Minh City or nearby Provinces. Recipients of funds from LIN's Narrow the Gap Community Fund will receive the following benefits:

FINANCIAL SUPPORT: Increased cash investment. Three grants will be allocated in the amounts of VND 150 million, VND 150 million and VND 50 million.

TECHNICAL SUPPORT:

- Capacity Building Workshops – LIN will host a workshop, prior to the grant application deadline, designed to help NPOs draft their proposals.
 - 28 June: The first workshop will help NPOs to conduct a beneficiary needs assessment.
 - 12 July: The second workshop will review elements of a competitive proposal.
- Skilled Volunteer Matching – Applicants selected to present their projects online and/or at a community event will each be introduced to a communications professional who will work with them, one-on-one, to prepare materials for their presentations.
- Free Project Audit – LIN will sponsor the selected grantees to receive a complimentary project audit by a professional audit services firm.

NETWORKING: The three projects garnering the most online votes will be invited to present their projects to over 300 residents during a public event. During the event, LIN will facilitate opportunities for these NPOs to build networks of support for their projects.

LIN's objectives in offering this grant include:

- To raise awareness and draw attention to the unique challenges of children in our community.
- To provide support and protection for children living in and near Ho Chi Minh City in hopes of improving their quality of life.
- To inspire local not-for-profit organizations to design and implement programs and services that meet the needs of children in their communities.
- Increase the capacity of local not-for-profit organizations through skills building during the application process and throughout implementation of the funded projects.
- Connect people with resources to organizations that need those resources.
- Build stronger communities by linking people together in support of a common cause.

Eligibility Criteria:

- Project Location(s): HCMC or nearby Provinces (including the HCMC metropolitan area, Bình Dương, Dong Nai, Long An, Củ Chi, Ben Tre, etc).
- Cause: **Children's Issues** - to introduce and/or improve upon programs and services addressing the needs of children
- Timeline: Up to **one (1) year**

Note: All applicants must complete the LIN Grant Application Form by 31 July 2013. In order to be eligible, applicants must be a LIN NPO Partner or submit an application to become a LIN NPO Partner along with their grant application.

—> See more information in next page



Call for Proposals

LIN Narrow the Gap Community Fund: Children's Issues (cont)

Grantee Selection Process:

This Community Grant is designed to support NPOs that wish to expand their support networks. As such, we are introducing a special format for the grant review process:

Step One: Grant applications will be reviewed by the LIN team for eligibility.

Step Two: A volunteer committee, comprised of LIN Board Members and Skilled Volunteers will review and rank applications according to project criteria and desired characteristics, including:

- *Responsiveness:* Proposals that respond to the needs and demands of children (based on persuasive quantitative and/or qualitative data).
- *Sustainable/Scalable:* Interventions that have the potential for replication and/or expansion, beyond the life of the grant.
- *Long-Term Impact:* Proposals introducing long-term solutions will be given priority over projects addressing short-term needs.

Up to five (5) projects will be selected by the committee to advance to the third phase.

Step Three: LIN will create special webpage where visitors can vote for the project(s) they like best among the five (5), selected NPOs. The three (3) projects that receive the most number of votes will advance to the fourth, and final, phase.

NPOs will be asked to prepare their own, online project briefs. To support NPOs in this effort, LIN will introduce locally based communications professionals to provide feedback and/or suggestions for improvement.

Step Four: The top three (3) NPOs will have an opportunity to present their projects during a September community event, with over 300 residents who will be asked to vote for the project they like best. Each of the three NPOs will receive a grant; however, the size of that grant will be determined that day, based on the number of votes each project receives.

LIN will support each of the 3 NPOs to create a short, video presentation about their projects. The three NPOs will also be given resources to prepare an informational booth and to lead a game for children during the event.

The deadline to submit an application is close of business on **31 July 2013**. Although we prefer electronic submissions, mailed to: npo@LINvn.org, NPOs are allowed to mail or hand deliver their applications to the LIN Office:

LIN Center for Community Development
180/47 Nguyen HuuCanh, Phuong 22
QuanBinhThanh, T.p. Ho Chi Minh
(848) 3512-0092

This Call for Proposals and the LIN Grant Application Form are both available for download via the LIN website at: [LIN Community Grant](#).

More information about LIN's Narrow the Gap Community Fund and Community Event are available here: <http://lincenter.wordpress.com/why-children/>



ANTICIPATORY CALL FOR PROPOSALS

CANADA FUND FOR LOCAL INITIATIVES IN VIETNAM 2013-2014

BACKGROUND

Through the Canada Fund for Local Initiatives (CFLI) Canada funds modest projects proposed by local NGOs and other grassroots organizations. The CFLI for Vietnam is administered by the Embassy of Canada in Hanoi. Since 1991, it has supported over 400 projects in a number of priority sectors, implemented mainly by local and non-governmental organizations in Vietnam.

OBJECTIVES

The Canada Fund for Local Initiatives for Vietnam aims to support local projects and activities in Vietnam consistent with the overall CFLI objectives of advancing democracy and ensuring security and stability.

TIMELINES

Interested parties are invited to send proposals to the CFLI care of the Embassy of Canada in Hanoi no later than **July 26, 2013**. Applications received after the deadline will not be considered. When designing submissions, applicants must consider projects and activities which can be successfully implemented in a relatively short time-frame (4 months). Project activities must be completed by **January 31, 2014**.

FUND PRIORITIES

Focus : The 2013-14 CFLI will focus on the themes of enhancing participatory governance and the promotion of human rights. Proposals must respond to both the thematic and geographic focus in order to be considered. Pure infrastructure projects will not be eligible for funding.

Participatory governance

- Strengthening civil society capacity

Human Rights:

- Anti-human trafficking
- LGBT
- Women's human rights

Budget Size: Awards up CAD 50,000 (approximately VND 1,040,000,000).

Geographic Focus: The 2013-14 CFLI will focus on the following geographic areas: Hanoi, Ho Chi Minh City, Da Nang and the provinces of Lai Chau, Dien Bien, Ha Giang, Son La, Lao Cai and Cao Bang.

Eligible Recipient Organisations: Civil society organisations legally registered in Vietnam (e.g. local NGOs, mass organisations, academic and community-based groups).

PROCEDURES

Applicants are requested to complete the CFLI Application Form for Project Funding and to submit one proposal package to the CFLI care of the Embassy of Canada no later than **July 26, 2013**.

The proposal package should include:

Application for project funding by the Canada Fund;

Criteria checklist;

Letter of support from relevant authorities, (submission at a later stage is acceptable);

Letter of commitment from the implementing organisation ensuring adequate human resources involvement during the project life, (submission at a later stage is acceptable).

The Canada Fund for Local Initiatives

Embassy of Canada

31 Hung Vuong, Hanoi, Vietnam

Tel: (84 - 4) 3734-5000

Email: vietnam-cfli-fcil@international.gc.ca

Activity supported by the
Canada Fund for Local Initiatives

Activité réalisée avec l'appui du
Fonds canadien d'initiatives locales

Canada



DEPENDABLE PROGRESS CO, LTD

Information for trainees (Group #4)

Introduction to Dependable Progress (DP)

DP is a social enterprise that, through structured training and subsequent employment gives disadvantaged women an opportunity to build skills needed to become professional domestic workers for foreigners in Ho Chi Minh City.

DP is a sustainable livelihoods solution. Trainees transition to work for DP customers for at least 1,080 hours after the training.

The training program

Schedule:

July 8- August 30 (8 weeks)

Monday-Friday, 8:00 AM – 12:15 PM

Venue: SCREC Building, Truong Sa Street, Ward 12, District 3, HCMC.

Trainees are responsible for their own transportation and parking.

The program (160 hours)

English, Soft skills, Housekeeping, Childcare

Placement and salary after training

Clients: Expats living in Ho Chi Minh City- concentrated in District 2 and District 7.

Trainees

Age: 18 to 34. Sex: Female

Current income: under 2,000,000 VND / month

Education level: not yet begun college

Further notes on the trainees

Trainees must be willing to attend and become actively engaged in the entirety of the training. Trainees must pass all the tests to be qualified for work. Trainees must attend at least 90% of all the training offered and must attend 100% of the professionalism and ethics training hours. They must be interested in learning and communicating in English.

Trainees must be in excellent health, motivated and able to travel to distant areas. The job may require employees to visit multiple sites on a single day; carry items up and down stairs in multistory homes; climb ladders; and lift and carry items that weigh up to 10 kilograms. Domestic service requires physical stamina and strength.

Timeframe

Dependable Progress envisions having a full class of 15 trainees by July 5, 2013.

Contact **Gabriel Meranze Levitt** for further details (hr@dependableprogress.com)

Phone: 01253612712



Developing skills. Delivering service.



SDTC training course on Leadership & Coaching Skills



TON DUC THANG UNIVERSITY
SOCIAL DEVELOPMENT TRAINING CENTER (SDTC)

TRAINING COURSE ON LEADERSHIP & COACHING SKILLS

1. COURSE INFORMATION

Time : 23 & 24 July 2013

Morning: 08h00 – 11h30; **Afternoon:** 13h30 – 17h00

Venue: Ton Duc Thang University

98 Ngo Tat To St., Ward 19, Binh Thanh Dist., HCMC

Language: English and Vietnamese

Trainer: Ms. Jessica Lu

2. TRAINING FEES

30 USD/ a day (Including materials, study equipment; tea-break).

Certificate of completion fee: **5 USD**

Local social staff will be discount 20% tuition (excluding certificate).

3. AIMS AND OBJECTIVES

After the training course, participants will be able to:

- Understand the concept and practice of being a manager
- Make an assignment and delegate the tasks to employees
- Coach and give appraisal and feedback to staff
- Motivate employees
- Facilitate an effective staff meeting



**FOR ENQUIRIES AND REGISTRATION,
PLEASE CONTACT:**

Social Development Training Center

Ton Duc Thang University

Room B009, 19 Nguyen Huu Tho Street, Tan Phong Ward, District 7, HCMC

Ms. Phuoc – 0937 137 654

Or Mr. Bao - 093 797 5445

Tel: (08) 2242 6789 – Fax: (08) 3775 5055

Email: sdtc@tdt.edu.vn or lahuynhphuoc@gmail.com

Website: <http://sdtc.tdt.edu.vn>

Deadline for registration: 12 July 2013

SOCIAL DEVELOPMENT TRAINING CENTER - TON DUC THANG UNIVERSITY

Nguyen Huu Tho St., Tan Phong Ward, Dist. 7, HCMC, Viet Nam
Tel: (+84 8) 2242 6789 - Fax: (+84 8) 3775 5055

Email: sdtc@tdt.edu.vn
Website: www.sdtc.tdt.edu.vn



Recruitment Letter for Training Course

“FINANCIAL MANAGEMENT FOR A PROJECT”

Do you want to manage your budget in the most efficient way?

Do you want to know how to create an appropriate policy with a specific financial plan?

Do you need to handle difficult problems when managing the finances of a project?

Do you want to spend your budget strategically, economically, and efficiently?

Do you want to know how to oversee your finance transparently and reduce risk management?

Come to us! Tương Lai center is ready to **HELP** you!

1. Information about the course

Time: From 22 to 24 July, 2013

Location: 2B Room, Green House building, 184/1A Lê Văn Sỹ St., P.10, Phú Nhuận District, Hồ Chí Minh City (near Ba Chuông church).

Language: Vietnamese

2. Tuition fee: Just VND 1.200.000 for a 3 days course (tuition fee, document, pictures, tools, refreshments and certificates)

3. Targetted attendance: People who are currently working for organizations/programs/projects and want to improve their financial management ability

4. Course objectives: After completing the course, attendees will be able to:

Create detailed plans.

Describe the financial management process.

Build financial supervising tools.

Exercise financial management strategies to reduce risks.

Create a financial report.

Know how to work with an auditor.

5. Lecturer: Mrs. Nguyễn Thị Tường Oanh, Chairman of Tương Lai Center's Management Board has almost 20 years of experience in the finance and accounting field, especially in development project and non-profit organizations. Mrs. Oanh has knowledge in building budgets and has financially managed many big projects. Therefore, Mrs. Oanh uses real-life lessons along with basic knowledge during trainings to help attendees understand the topic better. Also, she applies multiple teaching and learning methods with great enthusiasm to encourage frequent discussions among attendees, and to engage their interests in the topic..

6. Registration deadline: 12 July 2013

RSVP: Ms Ngọc, Tương Lai Center, 184/1A Lê Văn Sỹ, W.10, D. Phú Nhuận, HCMC.

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NPO Resources



How to convene a focus group

In the early stages of program development, it's natural to keep the brainstorming in-house. But as the program idea grows, flourishes, and begins to take on a life and a name, it may be time to bring in a focus group. Typically made up of 6-12 people with diverse backgrounds, a focus group can help you determine if there is a market for your new program and give you an understanding of what your target market is. Although most focus group discussions and interviews are informal, you should always have a series of important questions to ask that will help keep discussion flowing in the right direction.

Here are some tips on working with focus groups:

1. Use the focus group when you are testing out a new program, service, or product or when you want to evaluate the results. These are two times where a focus group could be valuable to your organization.
2. Make sure you plan ahead. This is a critical step in the process and will pay great dividends. Plan out who will be attending the group, what the key questions and content areas are, how the group discussion will flow, and what the appropriate setting will be.
3. Actively try to get the "right" mix of people in your focus group. Keep the group size to 6-12 people and screen these individuals to make sure they represent diverse viewpoints around the selected topic area.
4. Avoid interviewing friends who will form a clique. If you see that they are close friends when you begin the group, try to separate them out.
5. Questions should be open-ended, unstructured and used to draw people into a discussion. Make sure you limit the total number of questions to no more than a dozen.
6. If you have a quiet person in the group, take a break, pull them aside and either solicit their opinions or encourage them to speak up in the group.
7. Hire a skilled moderator who will convene the group, ask the questions and keep everyone focused. The moderator should be able to draw out the group and also be a great listener.
8. Have an objective observer sit with the group to monitor the group dynamics and keep notes on the reactions and responses of the group. (In settings where you have the luxury of a one-way mirror, have that person sit behind the mirror and observe the process.)
9. The focus group should last from 90-120 minutes. Keep the group on topic, and be very clear to begin and end on time.
10. Once the focus group is finished, have the moderator and observer get together and compose an analysis with recommendations within one week of the focus group session. You want to have a quick turn-around time to make sure the information is fresh and current.

- See more at: <http://richardmale.com/how-to-convene-a-focus-group/#sthash.3chERBFY.dpuf>

About LIN

LIN serves grassroots not-for-profit organizations and individual and corporate philanthropists located in and around Ho Chi Minh City, Viet Nam. In addition to providing direct support to local not-for-profit organizations, LIN also serves as a vehicle through which donors can effectively contribute their knowledge, energy and resources to support these NPOs. In our effort to help local people to meet local needs, LIN aims to advance a more efficient and responsive philanthropic environment and strengthen the communities in which we live and work.



LIN's Vision

A Vietnamese society where all members are respected and supported to have equal access to opportunities.

LIN's Mission

To foster a culture of philanthropy and social responsibility by providing support services to local not-for-profit organizations, skilled volunteers and donors that are committed to building strong communities.

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Website

www.linvn.org



LIN

*Helping local people
meet local needs*

