Cooperation Project Proposal

1. Basic   information

Project Name	IT DEVELOPMENT PROJECT THROUGH SETTING UP "CHILDREN WELFARE DIVISION OFFICE" & CAREGIVERS TRAINING
Overview of Project	Project : **1. IT DEVELOPMENT** IT (Information Technology) development project is one of the projects that we want to establish in CFFM for the children along with the caregivers to be used in terms of their education and at the same time to ensure that CFFM will be able to broadest their mind for storing, retrieving, and sending information. Besides that, it is a Trend toward Blended Learning Environment where offers several benefits, including a cost reduction since almost everything could be referred from internet easily. IT development also is our sole way to teach the children on ways to use IT safely and the limitation that they have while using so they don't influence in any bad habits by misused the IT which is supposed to be for their convenience. **2. CFFM CHILDREN WELFARE DIVISION.** CFFM was established in 2008 which is coming to 10 years now and started to receive children in 2011. In the journey of developing our children welfare, caregivers have been the greatest part in putting so much effort for better service towards children, and directly CFFM. Although we have not reached the maturity as a children's welfare but we managed to develop CFFM's Standard Operation Manual with current caregivers. Therefore, our next step is setting up welfare division which will be the caregivers own office. The reasons are because, CFFM are planning to help more children in the

	future and due to that, our current office will not be able to facilitate it anymore since children are getting more and more. We also would like to provide a proper working place for the caregivers in order to support their works for the children not only now but also for future.
	3. CAREGIVERS TRAINING
	Through the children welfare devotion project, we also would like to encourage our caregiver to experience and study more about social welfare since not all of our caregivers have the social welfare academic background especially in children welfare.
Project Place	Caring for The Future Malaysia
	Mile 8, Jalan Ulu Kimanis, Lingan Baru Papar, Sabah, Malaysia
Project Period	January 2018
Name and title of the person in charge	Name: JUSEVIANI, MASNAH, & LUASTIPAH
	(Job Title: CHILDREN WELFARE DIVISION)

2. Purpose of project

	Project : IT Development
	1. NECESSITY & BACKGROUND
	- (Caregivers)
Necessity and background of the project	We have 3 caregivers in different duty so each of caregiver need a laptop computer for case/office work given. Currently three caregivers are sharing one laptop to do work. Therefore, if they can have one each, they can work faster and more effectively.
	About big shelves we do not have enough space to keep our children file in the central office. To keep children privacy and safety, we need the big shelves and cabinet with lock.
	We also need the camera and pendrive to keep snap pictures and videos from children program so that we do not have to use our personal phone, and can avoid missing the pictures and videos. We are thinking of giving the album data as the record of their growth when our children leave CFFM.
	- (Children)
	Nowadays, for CFFM children it is very necessary to use the computer to

	search into the internet, since their teachers are giving assignment to them. We would like to ensure IT environment for them.
	Besides we have 9 childrens so far but we are going to increase number of children from 2018. This means we should organise children's personal data and case file well and have to work promptly and timely for each case in the welfare office, not in the centre office where is already too small to put all the children's things.
	CFFM children have a computer class weekly now which is organized and led by Administration staff, Miss Mericia. Our children all are showing their great interest to learn the computer skill and enjoying the class. But at the present moment, the class was divided into 3 groups because of the lack of computers. Therefore, we need at least 2 computers since we have two computers.
	Project: CAREGIVERS TRAINING
	Two of three caregivers do not have any background and experiences in field of social welfare. We would like to encourage them to go for study, especially those who does not have any academic or practical background of social welfare. And also, in the field of child development, education, psychology, health care etc we would like to give the chance to learn.
Expected Achievement	Project : IT Development- (caregivers) -computer, internet setting to make office or case work smooth and effective done to get and send the case information faster and timely to improve accessibility for any information -office setting to keep and organize the children documents/files more neatly (children) to do their assignment from school and get wider information especially for their career building. Project: CAREGIVERS TRAINING

	to provide better quality of service/support for children
How the Achievement Leads to the quality of child care	Project : IT Development- (children) • Will get higher score in educational matter and also in their general knowledge, because they can get more information and their work will be easier and effectively done. • Children computer lesson will be faster since they will be having more computers. (caregivers) • Will get more information from outside especially from children family and those who come to CFFM as a volunteers or donors. • Will have a faster arrangement duties among the caregiver • The devices to use at work such as laptop will make the reporting and office work easier and done faster compare now since they are sharing only a laptop at the moment.
Sustainability (How the project will continue after spending up the fund)	1. Upon receiving the fund for the project. CFFM Admin will set up the training or short course on how to maintain the Equipment (computers, laptops, phone and etc). 2. A proper SOP in using the CFFM's (Welfare Department) equipment. Currently, Office has prepared "Equipment received Form" where the SOP and term of condition is stated on the form on who shall take responsibility according to the case. 3. Continue our current weekly meeting to review and check the previous week works and also to plan the work for the following week.
Project Calendar (Action & Date)	On January 2018? (after we receive the fund) for example; receive the fund on Jan, 2018 Project : IT Development 1. January- start cleaning the child welfare office on the first floor in the main house, and then buying the office furniture.

	2. transferring the children's case files and documents
	3. buying telephone with sim card for the children welfare office
	4. February- buying the computers in the children welfare office and children computer room.
	5. Setting up the internet circumstance on those computers.
	6. making the role for using the computer for children and caregivers by CFFM administration
	7. March- complete set up the children welfare office and children computer room
	8. monitoring and improving if necessary
	Project: CAREGIVERS TRAINING
	1. January to March, making the plan for staff training in 2018
	2. April- operate the plan for each caregiver
	3. monitoring and improving if necessary
	4. December- evaluation and plan for next year

３. Budget Estimation

We will subside up to JPY440, 000 to each country for the year of 2018.

	Details		Currency
1	Laptop for　Caregiver x 3	RM6,000.00	
2	Internet 1 month/ 1 year	RM1,440.00	
3	3 tables and chair	RM1,000.00	
4	1 hand Phone with SIM Card	RM 400.00	
5	1 Big Shelves and cabinet with lock	RM2,000.00	
6	Storage rack	RM1,000.00	
7	Office Stationery	RM320.00	
8	Ink printer office	RM140.00	
9	Desk top computer x 2	RM3,000.00	
10	Camera Canon	RM400.00	
11	Wireless & USB adapter (each computer -3 pcs	RM300.00	
12	Cost study for 3 caregiver	RM4,000.00	
Total Budget for Application (A)		**RM20,000.00**	
Exchange Rate (B)		28.015	－
Japanese Yen Equivalent (A)*(B)		560,300	JPY

※Please be noticed that CFFJ could not assure the exact amount of remittance due to following reasons. On remittance, CFFJ pays for fee/charge required by the bank in Japan at its own expense, however, correspondent bank(s) (bank(s) intermediate the remittance) charge relay bank fee, whose amount is undecided at the time of remittance. In addition, CFFJ make remittance in Japanese Yen, and the exchange rate applied is out of its control.

●Application Validation Point
・Whether the project helps improve the quality of child care
・Whether the project is sustainable and developable

Note: The project for organization enhancement is not supported, unless the organization is less than three years old (i.e. Myanmar)

●Schedule
・Application：From Nov. 2017 to Dec. 31, 2017
・Result Notification：By the middle of Jan. 2018
・Remittance：　Feb. 2018