



Programme Coordinator's Guide

About the Programme Coordinator's Guidance

The Programme Coordinator's Guidance provides guidance and tools for using the resources in the Adolescent Kit for Expression and Innovation (Adolescent Kit) in programmes and interventions in humanitarian situations. It explains how to get started with the Adolescent Kit, and what steps to take to integrate the Adolescent Circles approach into programmes or interventions for adolescent girls and boys.

Who is the Programme Coordinator's Guidance for?

The Programme Coordinator's Guidance is for anyone designing, setting up or managing a programme using the activities, tools and supplies in the Adolescent Kit. The guidance outlines the basics of using the resources in the kit to make programmes that support adolescents' psychosocial wellbeing, learning and positive engagement stronger and more effective. The guidance includes information on how to identify and reach adolescents (especially those who are hardest to reach), where and when to offer activities, how to set up a team of facilitators, how to manage supplies, and the best ways to involve adolescents and the community at all stages of the process.

Ten Key Competencies, Ten Key Approaches

The Programme Coordinator's Guidance explains how to plan and oversee interventions so that they address adolescents' development of the Ten Key Competencies outlined in the Foundation Guidance. It includes practical steps for Programme Coordinators to use in carrying out the Ten Key Approaches as they design and oversee programmes, and in supporting facilitators to be effective in their roles.

These goals, approaches and strategies can be integrated into ongoing programmes with adolescents in child protection, education, youth, HIV/AIDS, reproductive health, peacebuilding and other areas – or form the basis for stand alone initiatives with adolescent girls and boys in humanitarian situations.

How to use the Programme Coordinator's Guidance

The guidance and tools in the Programme Coordinator's Guidance lay the groundwork for successful interventions using the Adolescent Kit. Refer to it alongside the Foundation Guidance and the Facilitator's Guidance to obtain a clear understanding of how to engage with adolescents and to establish initiatives that meet their needs and interests.

Inside the Programme Coordinator's Guidance

The **Guidance and Tools for Programme Coordinators** outline how to:

- ▶ Investigate adolescents' situations;
- ▶ Integrate the Adolescent Kit into humanitarian programmes to make them more effective for adolescents;
- ▶ Reach out to and engage the most vulnerable girls and boys;
- ▶ Set up safe, welcoming spaces for adolescents;
- ▶ Build a team of facilitators and partners;
- ▶ Connect adolescents to adults, their communities and useful information and support;
- ▶ Manage, store and replace supplies in the Adolescent Kit; and
- ▶ Prepare for interventions with the Adolescent Kit to transition or end.

Adapt the guidance and tools to your context

It is important to remember that the steps outlined in the Programme Coordinator's Guidance may happen in a different order, or even all at once. The reality is that the situation can change rapidly during times of humanitarian crisis, and interventions for adolescents may need to be constantly adjusted.

Be flexible! Adapt the tools activities, and approaches in the Adolescent Kit as you go, but try to make sure that you include all of the necessary steps outlined here to build a successful intervention for adolescent girls and boys.

Strategies for facilitators: Adolescent Circles, sessions and activity phases

An important part of any programme coordinators' role is to support the facilitators who plan and lead activities working directly with adolescents. Programme Coordinators are encouraged to read the Facilitators' Guidance and the materials in the Activity Box that are part of the Adolescent Kit, and to work with facilitators, adolescents and others in the community to decide which guidance, tools and activities are most helpful and relevant for their programmes.

This Programme Coordinators' Guidance specifically refers to three strategies recommended in the Facilitators' Guidance:

- ▶ Bringing adolescents together in Adolescent Circles – teams or groups in which they get to know each other and work and play together;
- ▶ Planning activity sessions for adolescents that balance structure with space for creativity and expression; and
- ▶ Choosing and planning activities according to four different activity phases – flexible modules that can be adapted to adolescents' circumstances, developmental capacities and interests.