

Atma supports NGOs in thinking through the fit of their mission, operations and the impact they are creating. Often times a disconnect can form as an NGO works to respond to community needs and the changing environment.

Atma's role as an external observer can help NGOs examine all the aspects of their program offering through the lens of mission alignment and impact creation.

Atma uses well-defined and tested processes to guide NGOs in reviewing programs, build a plan to develop capacity, or even think through ongoing programme relevance.

Atma has worked with many NGOs to support them in defining and redefining their programmes.

We have done the following projects under programmes:

- The joint programme assessment
- The programme relevance and redesign

## **Different types of Programmes projects**

- *Programme Standard Operating Procedures/ Operation Manual* is a document that clearly and systematically captures all the activities, timelines, responsibilities, resources required to start and run a specific programme/ intervention. The manual is an important induction tool to help new staff members understand the programme and to help existing staff members execute the programme as per plan. It can also be used in a programme process audit or monitoring exercise as a referral/benchmark document to determine if the programme is currently being implemented as per the plan and design. It is also a key reference guide when starting a programme in a new center. It makes the expansion/scale process quicker and smoother and ensures that the quality of programme is maintained as the programme scales. The Operations Manual is also called Standard Operating Procedures.
- *Joint programme assessment (JPA)* In this project, the team from Atma and the partner review the programme processes and delivery to determine the extent to which the programme is being implemented as planned and the quality of the implementation. The findings from the JPA are used to create an action plan to improve efficiency and effectiveness. The assessment is done collaboratively by Atma and programme team members to understand the need for such a review, engage the team in the review and problem-solving process so that there is buy-in and commitment towards actioning out the next steps. The JPA is a good way to collect qualitative information about the programme and can be done either as a stand-alone project or as part of projects under M&E and can supplement quantitative data collection tools.

- *The Programme relevance and redesign* process encourage NGOs to take a detailed look at their programme offering and consider whether their programmes and services are still meeting the community needs. This review is particularly relevant in response to Covid, with many on the ground realities changed, and mounting external pressures - like funding.

This process takes leaders through five phases of examining relevance and redesign:

1. Examine community needs
2. Reassess organisational impact
3. Conduct a programme surgery
4. Assess changes to resource needs
5. Operationalise programme changes

Each phase asks critical questions of the organisation and provides an in-depth tool kit for completing each phase.

- *Volunteer Programme Handbook* can transform an organisation by bringing in skilled and highly motivated individuals to assist the organisation in their daily operations and programmes. It is a way to overcome the resource constraints that organisations often face and thus become more efficient. A well-thought-through volunteer programme helps the organisation plan for, attract, manage, and leverage the volunteers in an optimum manner ensuring that both the organisation and volunteers benefit from the volunteering experience.

## **Benefits of seeking Atma's support in Programme Design**

The main benefit to any NGO working on programme design with Atma is that the process is totally customised to your experience. We work closely with your team to ensure they shape the outcome and understand all the tools Atma develops.

We are able to draw on the networks and understanding of the overall NGO landscape to help you understand the various models that might work for your NGO.

Whether your NGO is newly established or has been operating for a long time, Atma's support can help you ensure you are offering well designed high impact programmes to your community

## **Partner Testimonial**

"The behavioral management training conducted by Atma helped us with our work on the field and has transformed the way the team thinks about behavior management. It wasn't just a behavioral change but also an attitudinal change. The approach towards children shifted to being more holistic and more empathetic so that was really good. It transformed the way Rubaroo works in the classroom. It really streamlined the usage of time. "

***Rubaroo Foundation***

"Atma has helped us thrive in the Covid-19 crisis. We received major support from Atma to switch to an online mode of operations and to adapt our execution of the programme. We were able to look at how and what are the things to explore and keep in mind in terms of online learning and child protection as well as child safeguarding. The benefit of being an Atma partner came in terms of connecting to other organisations that are working in that area and being able to explore how or what can we adapt in TAP."

***The Apprentice Project***

For more information, visit [www.atma.org.in](http://www.atma.org.in) or contact