

# BTE Management NGO Roles & Responsibilities

## Site Coordinator (NGO)

### ■ Planning Responsibilities

- ✓ Organize Strategic Planning Team
- ✓ Submit BTE Grant Application

### ■ Leadership Responsibilities

- ✓ Staff the BTE Advisory Committee
- ✓ Chair the BTE Management Team

### ■ Grant Management Responsibilities

- ✓ Fiscal Agent
- ✓ Write Quarterly Reports
- ✓ Participate in Quarterly Conference Calls with FHI 360
- ✓ Organize Annual Site Visit
- ✓ Review, Revise & Submit Calendars and Budgets (Annually)
- ✓ Evaluation & Data Collection
- ✓ ABTS

### ■ Implementation Responsibilities

- ✓ Liaison and Main Point of Contact for all BTE Partners, including FHI 360, local operating company, secondary school, site evaluator, etc.
- ✓ Day-to-Day Operations, including:
  - Coordinate & produce an annual Calendar of BTE Program Activities
  - Schedule and make all logistical arrangements for all BTE Program Activities (i.e. agendas, student transportation, food, materials, etc.)

# BTE Evaluation

## NGO Roles & Responsibilities

### Site Coordinator (NGO)

- Develop Evaluation Agreement with Site Evaluator
- Select BTE Participants with BTE Partners
- Keep Accurate Records of BTE Participants
- Provide BTE Participant List
  - ✓ Entry, Annual, & Exit
- Administer BTE Participant Survey
  - ✓ Entry
- Organize BTE Participant Focus Groups for Site Evaluator
  - ✓ Annual & Exit
- Organize & Attend Focus Group Debriefing with Site Evaluator
  - ✓ BTE Management Team Meeting
- Organize & Attend Annual Presentation of Evaluation Data for Site Evaluator
  - ✓ BTE Advisory Committee Meeting
- Review & Use Evaluation Data for Program Improvement
  - ✓ Update Program Model, Work Plan, and/or Calendar of Activities, as needed (Annually)
  - ✓ Share BTE Impacts & Outcomes with key community leaders