



Example of How to Write an NGO Action Plan

Instead of a Position Paper, delegates in the NGO Forum committee should write an NGO Action Plan. The purpose of the NGO Action Plan is for delegates to identify an impact of Climate Change in their community that they want to help solve, then brainstorm possible solutions, and be prepared to share those solutions with their teammates at the conference. The idea is take local action on a Global Problem. **Before beginning the Action Plan, delegates must complete the Required Activity in the Back Ground Guide of interviewing two or more NGO's or not for profits working in their community. NGO action plans are due to the NGO Forum President one month before the conference, February 25th, 2015.**

NGO Action Plan Structure

The NGO action plan should be one to two pages long. It should have 3 parts and it should answer the following questions in each part:

1. Background of the Problem:
 - Who are you trying to help?
 - What is the problem you are trying to address?
 - On what region or community are you focusing? Why choose this group over another?
 - What is the biggest challenge in combatting this issue?
2. Possible Partners:
 - What local, national or international NGOs are already doing to address this problem?
 - Interview one or more NGOs by asking the questions in the Background Guide.
3. Possible Solutions:
 - What is your proposed solution to this problem?
 - How will your solution work?
 - Whom do you need help from in order to implement your solution?
 - What will the situation look like after you have implemented your decision?

NGO Action Plan Guidelines

Your students should follow these steps to ensure well-constructed NGO action plans.

1. Write down due dates in your agenda or on your calendar. These should include:
 - Send drafts to teacher for first review
 - Send drafts to teacher for second review
 - Send final drafts to teacher for peer edits (at least three)
 - Send revised draft to teacher
 - Final draft



2. Complete all necessary research about your topic and country.
3. Prepare a rough outline of your paper, as well as a Works Consulted/Cited page that includes all sources that you used/cited in your paper.
4. Have your first draft peer-edited by at least three people.
5. Submit your revised NGO action plan to your teacher for further corrections.
6. Finalize your paper.
7. Submit to the President of your Committee on time.

NGO action plan Tips

Keep it simple: To communicate strongly and effectively, be direct and to the point. Follow the avoid sentence structure with specific ideas/themes in each paragraph.

Make it official: If possible, try to obtain samples of the seal of your country or the official paper your country uses for its position statements. The more realistic it looks, the more others will want to read it.

Get organized: Give each separate idea or proposal its own paragraph. Make sure each paragraph starts with a topic sentence.

Cite your sources: Use a recognized form of documentation to show where you found your facts and statistics. If you are unfamiliar with bibliographic form, look up the Modern Language Association (MLA) guidelines at your school's library. At the end of the paper, list all the references. Note that Wikipedia is a helpful for doing research, but it is not acceptable as a cited source.

Read and re-read: Leave time to edit your NGO action plan. Ask yourself if the organization of the paper makes sense and double-check your spelling and grammar.

Use your NGO action plan to practice speaking: Each team should action plan to make an opening statement at the conference. A good NGO action plan makes a great introductory speech. During debate, a good NGO action plan will also help you to stick to your country's policies. Your speech is a summary of your NGO action plan (one to three minutes at the most).

See the NGO action plan on the following page as an example. Please use the NGO action plan rubric on page 6 to evaluate your NGO action plan.



Sample NGO Action Plan

Committee: NGO Forum

Topic: Boys and Girls Education in Malawi

Delegate: Sam Refuerzo, Montessori on the Lake

Background of the Problem

According to the 2010 Malawi Millennium Development Goals Report, Malawi will fail to achieve goals #2, universal primary education, and #3, gender equality. Malawi will fail to achieve these goals largely because there are not enough teachers.

When Malawi made primary education tuition free in the 1990s, it increased student enrollment but also created a huge demand for teachers that still exists today. The shortage of teachers has led to classrooms with 75 to 200 students per teacher. This situation lessens the quality of education and discourages students from attending school, leading many to drop out.

In addition, there are not enough teachers who are women, which discourages girls from continuing with their schooling. Girls often drop out of school because of early marriage, pregnancy, or family pressure to take care of the household. They have few female teachers to look up to as role models and ask for help.

Possible Partners

The Malawi government is trying to address the problem of not enough teachers and women in education by building more teacher training colleges, providing more teachers housing, and setting policies to hire more women in education.



The United Nations is also trying to alleviate Malawi's shortage of teachers. In 2011, the UN Children's Fund (UNICEF) sponsored the building of the Chiradzulu Teacher Training College, which was expected to graduate 540 teachers every year and benefit 32,400 learners.

Multiple NGOs exist to address the shortage of teachers in Malawi. Ripple Africa recruits volunteer teachers and operates schools throughout the country, primarily in the community of Mwaya. The Malawi Volunteer Organization also recruits volunteer teachers for schools in the community of Monkey Bay.

Possible Solutions

I propose creating an NGO called "Teach For Malawi" that recruits recent college graduates from the United States, especially women, to teach primary and secondary school education in Malawi for two years.

To launch Teach for Malawi, I would partner with The Malawi Montessori Christian School in Blantyre, Malawi. The goal would be to bring in between 2-3 Montessori teachers from the United States in the first year and then increase the number of teachers in following years. These teachers would be recruited with the help of the MMUN website. They would apply and then be interviewed by Maribeth Sexton, the Head of the School. The Malawi Montessori Christian School will work with the Malawi Government to make the visa process efficient.

I would also like to form a partnership with the already well-established Teach for America in order to identify US college students who would be potentially interested in teaching in Malawi. Teach for America teachers already go through a two-year program; at the end of their two years, those interested in teaching abroad could "graduate" into Teach for Malawi. The funding will be obtained by a grant from the Jack Brewer Foundation.



In five years, The Malawi Montessori Christian School will double its capacity because of the increase in teachers working with the students from 50 to 100.

MMUN NGO Action Plan Rubric

Category	Very poor (1)	Poor (2)	Fair (3)	Good (4)	Very good (5)
<u>Background of the Problem</u>	No description of the problem	Some description of the problem, but unclear if the problem is understood	Describes the problem and clearly understands what the problem is	<ul style="list-style-type: none"> ▪ Describes the problem and clearly understands what the problem is ▪ Cites facts / statistics ▪ Cites relevant UN documents or reports 	<ul style="list-style-type: none"> ▪ Describes the problem and clearly understands what the problem is ▪ Cites facts / statistics ▪ Cites relevant UN documents or reports ▪ Describes how many people the problem impacts and why it continues to be a problem
<u>Programs, projects or initiatives from Possible Partners</u>	Opinions	Very vague & general	Describes some programs but fails to describe others (For example, describes government and UN programs, but not NGO programs)	<ul style="list-style-type: none"> ▪ Describes existing government programs ▪ Describes existing UN programs ▪ Describes existing NGOs and their programs 	<ul style="list-style-type: none"> ▪ Describes existing government programs and initiatives in detail ▪ Describes existing UN programs in detail ▪ Cites existing NGOs and describes their programs in detail
<u>Possible Solutions</u>	Opinions	Very vague & general	Some specific ideas	<ul style="list-style-type: none"> ▪ New solutions based on old solutions that are not working ▪ A wish list to improve or address the problem 	<ul style="list-style-type: none"> ▪ Solutions that are working ▪ New solutions based on old strategies that are not working ▪ A wish list to improve or address the problem ▪
<u>Format</u>	No formatting	Little formatting	Different font size; Margin not justified; Double line space; Incomplete names & titles	<ul style="list-style-type: none"> ▪ Font size 11 ▪ Margin Justify ▪ Line space: 1 ½ ▪ Paragraph space double lines ▪ Names/Titles in bold <u>Committee:</u> <u>Delegation:</u> <u>Topic:</u> <u>Delegates:</u> refer sample ▪ # of pages 1 ½ 	<ul style="list-style-type: none"> ▪ Font size 12 ▪ Font size 12pt; ▪ Set the margins of your document to 1 inch on all sides; ▪ Double-space the text of your paper; ▪ Justified text; Names/Titles in bold <u>Committee:</u> <u>Delegation:</u> <u>Topic:</u> <u>Delegates:</u> refer sample ▪ # of pages 1 ½
<u>Editing</u>	No editing	Little editing	Incorrect tense; incorrect spelling	<ul style="list-style-type: none"> ▪ Correct tense ▪ Capitalization ▪ Punctuation ▪ Flow ▪ Incorrect spelling ▪ Under 5 error 	<ul style="list-style-type: none"> ▪ Correct tense ▪ Capitalization ▪ Punctuation ▪ Flow ▪ Correct spelling ▪ Error free