WORKSHOP
for the SOCIAL TRANSFORMATION

Terms of Reference (TOR) "Capitalization: *Title*

This ToR template is a tool that aims to support the commissioning organisation and the facilitator in the construction of the capitalisation process. This ToR template is indicative, i.e. you can modify the wording of the headings and/or add headings. ToRs of around 4 pages are sufficient.
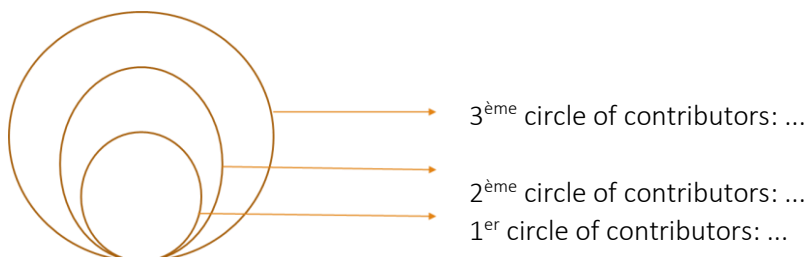
1. **General context**
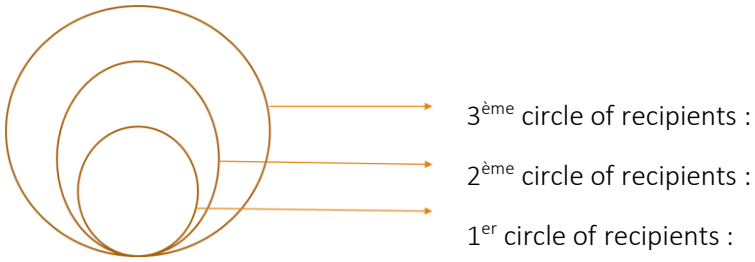   a. A collective dynamic within the organisation

   b. The expectations/interest of the sponsoring organisation in this process

2. **The capitalisation project**
   a. Objectives of the capitalisation for the organisation (what will you use this capitalisation for?)
      i. ...
      ii. ...
      iii. ...

   b. Focus of capitalisation (what will it focus on for your organisation?)

   c. Contributors/actors carrying the experience (who is at the heart of the experience? see the different circles)

3ème circle of contributors: ...

2ème circle of contributors: ...
1er circle of contributors: ...

   d. Final addressees (who is addressed? who will use the results?)

3ème circle of recipients :

2ème circle of recipients :

1er circle of recipients :

e. Examples of capitalisation products expected for the commissioning organisation / Specify the use of these products (written, video, audio...)

3. The methodological framework
    a. Animation and steering (who is in charge of animation? Is there a group of people in charge)?

    b. The stages in the implementation of capitalisation (proposal for major stages to be completed by ideas for workshop times, methods, facilitation tools, etc.).

1. Tracing history and documentation

...

2. Collecting stories and experiences: describing, explaining, telling

...

3. Comparing experiences: pooling, analysing, interpreting, learning lessons

...

4. Produce the results of the capitalisation

...

5. Disseminate, share to act

...

    c. The roles of the different stakeholders involved

What role will the facilitator play? What about the FdH volunteer? The FdH Form'Action unit?

    d. Calendar

	APRIL	MAY	JUNE	JULY	AUGUST
WHAT					
WHO					
HOW					

e. Budget (see Excel format)

Expenditure	Quantity	Unit cost	Total cost
HUMAN RESOURCES			
Internal			
External			
Subtotal			
LOGISTICS			
Displacement			
Restoration			
Hosting			
Subtotal			
ANIMATION/COMMUNICATION			
Small teaching materials			
Layout and printing of documents			
Other communication materials			
Subtotal			
Other			
OVERALL TOTAL			

f. Documentary resources available