

Implementation Checklist



FOR THE KADA NETWORK

List of Activities	Target Date (To be identified by the LGU)	Responsible	Status (Ongoing or Completed)
1. Scope for adolescent issues and concerns			
1.1. Conduct interviews, FGDs, consultations, and surveys on adolescent issues and concerns			
1.2. Collect and review relevant statistics on adolescent key issues, including economic status, educational outcomes, nutritional status, incidences of violence and injury, adolescent sexual and reproductive health, mental health, and other identified issues			
1.3. Validate adolescent issues and concerns with youth groups and other adolescent-oriented stakeholders			
2. Identify and map existing adolescent friendly services in the LGU			
2.1. Evaluate existing activities, services, and protocols in place			
2.2. Map existing public or private adolescent service providers, youth groups, relevant government agencies, non-government agencies, development agencies, and other relevant agencies to join the KADA Network			
2.3. Evaluate adolescent client satisfaction with existing activities, services, and protocols			

3. Plan for services and activities of the KADA Network			
3.1. Invite identified potential members to join the KADA Network			
3.2. Ensure and organize the active involvement and participation of adolescents in planning, implementation, monitoring and evaluation of all KADA Network activities			
3.3. Determine the structure, roles, and responsibilities of each KADA Network member			
3.4. Jointly formulate standard operating procedures, guidelines for operations, resource-sharing mechanisms, public-private partnership terms, regulatory measures, a code of ethics and penalties, complaint mechanisms, and other necessary process and procedures of KADA Centers			
3.5. Jointly formulate the monitoring and evaluation plan and agree on targets and units responsible, ensuring that adolescent feedback			
4. Map out KADA Centers in each barangay			
4.1. Map out locations and determine human, capital, and financial resources needed for the operation of KADA Centers			
4.2. Identify sources of funding for operating expenses of KADA Centers			
5. Finalize Ordinance and propose to the Sanggunian for enactment			

6. Ensure regular meetings of KADA Network members to facilitate smooth operations, resolve concerns, implement joint activities and community engagement activities, and more			
6.1. Jointly agree on a schedule (i.e. monthly, quarterly, bi-annually) for meetings			
6.2. Jointly agree on a timeline and mechanism for submission of regular requirements such as work and budget plans and accomplishment reports			
6.3. Jointly agree on a timeline and mechanism for agenda setting and recording of KADA Network meeting proceedings			
6.4. Implement the aforementioned			
7. Conduct annual training of adolescent friendly community frontliners and other KADA Network members			
7.1. Conduct training needs analysis based on competencies as recommended in the capacity building outline			
7.2. Establish partnership with institution with capacity to provide the aforementioned training			
7.3. Organize schedule, budget, logistics, and registration of all adolescent friendly community frontliners and KADA Network members			
7.4. Conduct pre-test for all adolescent friendly community frontliners and KADA Network members			
7.5. Conduct actual annual training sessions			

7.6.	Collect feedback from and conduct post-test for training participants			
8.	Roll out KADA Centers in every barangay			
8.1.	Ensure that physical spaces, processes, and human resources comply with standards for KADA Centers			
8.2.	Ensure the implementation of standard procedures for day-to-day KADA Centers activities, including service delivery, counseling, referral, communication and community engagement, and feedback			
9.	Implement community engagement activities			
9.1.	Convene adolescent team to develop and implement a social behavior change communication plan on the KADA Network and other adolescent concerns and issues, including violence and injury prevention, sexual and reproductive health, mental health, educational issues, and others, as identified in the scoping of adolescent concerns			
9.2.	Set up programs, projects, and activities for the active involvement of adolescents in the KADA Network			
9.3.	Set up programs, projects, or activities on improving community support for adolescents and mainstreaming adolescent friendly approaches for key community members (i.e. religious groups, social leaders, political leaders, teachers and school staff, and parents)			

10.	Monitor and evaluate KADA Network progress annually			
10.1.	Ensure that monitoring and evaluation activities such as scoping (See A of this Implementation checklist), audits, submission and analysis of progress reports happen annually			
10.2.	Implement adolescent-led KADA Network audits and engage with adolescents in providing feedback on KADA Network services beyond the audits			
10.3.	Conduct a review of work and financial plans, accomplishment reports, customer satisfaction surveys, and the KADA Network audit report			
10.4.	Summarize key findings and provide recommendations for the improvement of the KADA Network			
10.5.	Adopt recommendations accordingly			
11.	Repeat the implementation checklist regularly			